

Message

From: Allen, Reginald [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=799C3B0558E14130B17C66B2533548BA-ALLEN, REGI]
Sent: 5/25/2017 8:39:32 PM
To: Jackson, Ryan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=38bc8e18791a47d88a279db2fec8bd60-Jackson, Ry]; Reeder, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=aa56f6b0d507483fba530f3abbf6c94f-JREEDER]; Noga, Vaughn [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=d8b74efe6bcb46b8b180dfbfe5ca4ad7-Noga, Vaughn]
Subject: RE: Half-Staffing Flags for Monday (Prayer for Peace, Memorial Day, 2017)

Forwarding to OARM – Vaughn Noga who oversees facilities...

Reginald E. Allen
Assistant Deputy Chief of Staff
U.S. Environmental Protection Agency
Office 202-564-0444
Direct 202-564-1029
Cell **Ex. 6**

From: Jackson, Ryan
Sent: Thursday, May 25, 2017 4:36 PM
To: Reeder, John <Reeder.John@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>
Subject: Fwd: Half-Staffing Flags for Monday (Prayer for Peace, Memorial Day, 2017)

Ryan Jackson
Chief of Staff
U.S. EPA
Ex. 6

Begin forwarded message:

From: "Gunn, Ashley L. EOP/WHO" <**Ex. 6**>
Date: May 25, 2017 at 4:24:37 PM EDT
To: "Gunn, Ashley L. EOP/WHO" <**Ex. 6**>
Subject: Half-Staffing Flags for Monday (Prayer for Peace, Memorial Day, 2017)

All,
Please be advised, that the flags will be lowered to half-staff on Monday, May 29, 2017, in recognition of **Memorial Day**. The President has issued the “**PRAYER FOR PEACE, MEMORIAL DAY, 2017**” proclamation which directs the flags be lowered to half-staff on Monday, May 29th until the customary forenoon period and then returned to full-staff. The Presidential proclamation is attached for further guidance if needed.

Message

From: Reeder, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=AA56F6B0D507483FBA530F3ABBF6C94F-JREEDER]
Sent: 5/28/2017 12:57:20 AM
To: Jackson, Ryan [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=38bc8e18791a47d88a279db2fec8bd60-Jackson, Ry]
Subject: Re: Ryan Jackson's Bio.docx - Please update. Thanks

Ryan, I'm speechless.

Sent from my iPhone

On May 27, 2017, at 4:12 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Thank you but no. TSCA was the first major rewrite since the Safe Drinking Water Act Amendments on which John worked and passed in 1996. The monumental Clean Air Act Amendments passed in 1990. The amendments to the Clean Water Act Amendments passed in 1987 and Superfund Amendments passed in 1986. So TSCA's update was really significant in 2016, but we can't say first environmental statute rewrite since 1976. But it is the first environmental rewrite in 20 years since 1996. Brown fields passed in the early 2000s under Bush but I don't know that's a huge update like the others.

You have to admit that the original enactment of our principal air, water, waste, and land environmental statutes except the original superfund law signed in December of 1980 AND their updates with the exception of the 96 Safe Drinking Water Act ALL being signed into law by Republican Presidents is a pretty interesting fact.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

On May 22, 2017, at 9:29 AM, Bowman, Liz <Bowman.Liz@epa.gov> wrote:

I proofread and re-formatted a little using the text in the body of the email.
Ryan, you had 20 yrs. for TSCA – I assume you were talking about the 90s amendments, but I would suggest putting the 1976 original TSCA passage, but if you want to stick with the original, I can change it back.

Sharnett, can you please send us the final version?

From: Jackson, Ryan
Sent: Saturday, May 20, 2017 6:54 PM
To: Willis, Sharnett <Willis.Sharnett@epa.gov>
Cc: Reeder, John <Reeder.John@epa.gov>; Freire, JP <Freire.JP@epa.gov>; Bowman, Liz <Bowman.Liz@epa.gov>
Subject: RE: Ryan Jackson's Bio.docx - Please update. Thanks

How about this instead --

Ex. 5 - Deliberative Process

From: Willis, Sharnett
Sent: Wednesday, May 10, 2017 10:55 AM
To: Jackson, Ryan <jackson.ryan@epa.gov>
Subject: Ryan Jackson's Bio.docx - Please update. Thanks

<2017-05-22 Draft Bio Ryan Jackson.docx>

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 5/25/2017 8:53:22 PM
To: Reeder, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=aa56f6b0d507483fba530f3abbf6c94f-JREEDER]
Subject: Re: Was that you on

Yes.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6

> On May 25, 2017, at 4:52 PM, Reeder, John <Reeder.John@epa.gov> wrote:
>
> What was going on outside on my secret balcony?
>
> Sent from my iPhone

Message

From: Jackson, Ryan [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=38BC8E18791A47D88A279DB2FEC8BD60-JACKSON, RY]
Sent: 4/12/2017 12:08:35 PM
To: Greaves, Holly [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=abcb6428b3df40a9a78b059a8ba59707-Greaves, Ho]
CC: Bloom, David [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=88536665fcfb47128f88b2590c141659-DBloom]; Brown, Byron [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=9242d85c7df343d287659f840d730e65-Brown, Byro]
Subject: Re: Morning Energy: Plans for deep federal workforce cuts unveiled — How U.S. demands blew up G7 energy statement — D.C. Circuit puts ozone challenge on ice — More groups urge U.S. to stick with Paris

Holly, let's call Jim Herz today. These guys wear me out.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6

On Apr 12, 2017, at 7:57 AM, Greaves, Holly <greaves.holly@epa.gov> wrote:

Our PAD said OMB would send agency wide guidance today on the reorganization EO. I will share as soon as it is received. Otherwise, nothing more that I am aware of.

Sent from my iPhone

On Apr 12, 2017, at 7:52 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

What have we received from OMB on this?

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6

Begin forwarded message:

From: POLITICO Pro Energy <politicoemail@politicopro.com>
Date: April 12, 2017 at 5:45:51 AM EDT
To: <jackson.ryan@epa.gov>
Subject: Morning Energy: Plans for deep federal workforce cuts unveiled — How U.S. demands blew up G7 energy statement — D.C. Circuit puts ozone challenge on ice — More groups urge U.S. to stick with Paris
Reply-To: POLITICO subscriptions <reply-fe951275746c057974-630326_HTML-786581600-1376319-0@politicoemail.com>

By Anthony Adragna | 04/12/2017 05:41 AM EDT

With help from Esther Whieldon, Eric Wolff, Alex Guillén, Annie Snider, Ben Lefebvre and Darius Dixon

TRUMP TAKES AIM AT FEDERAL WORKFORCE:

President Donald Trump's administration today will send a 14-page memorandum to federal agency heads ordering them to begin taking steps toward making deep personnel cuts over the next year, POLITICO's Ian Kullgren and Matthew Nussbaum [report](#).

Specifics of the cuts were not mentioned, but Trump's budget chief Mick Mulvaney did single out EPA as a particular target.

"Everybody acknowledges, given the proposed reductions to the Environmental Protection Agency in the budget, they would have to reduce the size of their workforce," he said. "And it's just sort of up to them to come up with ideas on how to do that effectively."

Not all of the staffing cuts will be achieved through layoffs, with the guidance suggesting any vacant posts judged unnecessary can be eliminated immediately.

Curtains for EPA regions? Mulvaney declined to comment on the budget's instructions for EPA to identify two regional offices for closure by June 15, saying many agencies may decide to reduce their national footprints, and the decision will be up to EPA Administrator Scott Pruitt. Critics of the plan argue those divisions are often the ones that work most closely with states, in the cooperative style Pruitt has advocated, and that shuttering them would hinder that effort.

Here's an idea: Mulvaney said the administration is looking for ideas from the public on how best to structure government. Here's one from now-citizen Barack Obama: [Move NOAA to the Interior Department](#), rather than its current Commerce Department home, where it was placed in the '70s by a vindictive Richard Nixon.

Mulling a Pentagon takeover of nukes? Mulvaney also outlined the limits of what government reorganizations can take place without help from Congress, highlighting the Energy Department's nuclear weapons program as something it can't move without new laws. While he went to great lengths to distance the administration from taking that DOE idea seriously (yet), Mulvaney nevertheless said: "We may decide — emphasis on may — does that really make sense anymore? We know why it happened in the '40s and the '50s, but today would it make sense maybe to have that in the Department of Defense? That would take some type of congressional authority to do that."

This isn't a new vision for DOE, considering that at least two Energy secretaries and many lawmakers have suggested something similar in the past. But the whole thing is a can of worms, and there are two central reasons why the idea has never taken off. First, in the same way that the U.S. military is fundamentally a tool of civilian government, nuclear weapons have been deemed so awesome that they should be in civilian hands as well. Part of the logic within the nonproliferation world is that thorough safety controls and nonproliferation checks are best conducted by the civilians who aren't charged with turning the keys. (And for what

it's worth, Russia and most other nuclear powers also don't house their nukes with their armed forces.)

Then there's the logistical challenge. DOE's weapons maintenance and Cold War cleanup programs are about \$20 billion per year. That's about two-thirds of DOE's budget but less than 4 percent of DOD's. If people can agree that nuclear weapons programs ought to have Cabinet-level representation, making them a small fish in a big DOD pond doesn't bring much comfort. It's also unclear how you break up the national labs, which have some mission overlap — but tremendous home state support.

P.S.: We'll try not to read anything into whether the White House wants to take nuclear weapons away from Rick Perry.

WELCOME TO WEDNESDAY! I'm your host Anthony Adragna, and Adam Jorde from Rep. Kevin Cramer's office was first to pick La Paz, Bolivia as the world's highest capital (though it's the de facto and not constitutional capital of that country). For today: How many states have never had a female governor? Send your tips, energy gossip and comments to aadragna@politico.com, or follow us on Twitter [@AnthonyAdragna](https://twitter.com/AnthonyAdragna), [@Morning_Energy](https://twitter.com/Morning_Energy), and [@POLITICOPro](https://twitter.com/POLITICOPro).

(FOSSIL) FUELING AN INTERNATIONAL

DISAGREEMENT: A weeks-long behind-the-scenes fight between the Trump administration and other G-7 countries burst onto the scene this week over U.S. insistence on the inclusion of stronger pro-coal, pro-nuclear language in a proposed joint statement on energy policy, Pro's Andrew Restuccia reports. G-7 officials, led by the Europeans, refused to agree to stronger language touting fossil fuels without assurances from the United States that it would stay in the Paris climate change agreement, but U.S. demands proved too difficult to overcome and the statement was eventually abandoned.

The draft joint statement obtained by POLITICO shows the U.S. suggested inserting stronger language touting coal and nuclear energies throughout the document. And officials briefed on the discussions told Andrew that while administration officials asked foreign officials not to pack the joint statement with mentions of renewable energy and climate change in the run-up to the meeting, early drafts of the document included frequent mentions of the topics. Tensions over the negotiations grew so heated that a European official at one point accused a U.S. official of trying to "internationalize" the Trump administration's focus on fossil fuels.

COURT AWARDED WARRANT AGAINST PAGE: The FBI obtained a secret court order to monitor the communications of Carter Page, who Trump identified as one of his foreign policy and energy advisers in March 2017, last summer, the Washington Post reports. Officials said the judge granted the request after

concluding there was probable cause Page was acting as an agent of Russia.

OZONE CHALLENGE ON HOLD: Pruitt's EPA now can decide whether to rewrite an Obama-era ozone regulation after a federal appeals court put ongoing litigation over the rule on hold Monday, Pro's Alex Guillén reports. Oral arguments that had been scheduled for April 19 were delayed indefinitely by the D.C. Circuit Court of Appeals and the court also ordered EPA to provide updates every 90 days on its progress in reviewing the standard. The court further asked to be notified "promptly" once EPA decides whether to repeal or modify the tightened ozone standard.

Opens regulatory review to comment: EPA also formally opened a docket to public comment Monday as part of its push, under a Trump executive order, to identify regulations to be repealed, replaced or modified. Public comments will be accepted through May 15. "EPA will be listening to those directly impacted by regulations, and learning ways we can work together with our state and local partners, to ensure that we can provide clean air, land, and water to Americans," Pruitt said in a statement.

GETTING PRUITT'S EAR: Since his February confirmation, Pruitt has held face-to-face meetings with at least 17 governors, state and regional environmental officials, state agriculture officials and at least five congressional lawmakers, the agency told ME. Those five: House Science Chairman Lamar Smith, Rep. David McKinley and Sens. Shelley Moore Capito, Luther Strange and Joe Donnelly.

Noticeably absent are in-person meetings with Senate EPW Chairman John Barrasso and Rep. John Shimkus, who chairs the subcommittee that oversees EPA. But Barrasso's office said he's spoken to Pruitt over the phone since his confirmation and seen him at a host of public events. "The chairman and the committee are in close contact with the leadership at the EPA," Mike Danylak, an EPW spokesman, told ME. Shimkus spokesman Jordan Haverly said he'd met with Energy Secretary Rick Perry last week but hadn't yet seen Pruitt.

STAFFING SHUFFLE: PHMSA plans a shuffle of career staff to alleviate openings in the pipeline safety agency, according to an email obtained by POLITICO. "We have a couple of critical positions which have remained unfilled. We are making some personnel moves to fill those positions," which will be effective April 16, PHMSA Associate Director Alan Mayberry announced in the email sent to staff on Monday. PHMSA Southwest Region Director Rodrick Seeley will take over the national safety coordinator position for Wayne Lemoi, who will become the National Safety Coordinator. Western Region Director Chris Hoidal will become a senior technical adviser for program

development. PHMSA is also developing a plan to rotate people in and out of regional director positions for 120 days at a time "until the positions may be filled," the email states. PHMSA operates five regional offices, but it was unclear how many of those are missing senior staff. A PHMSA spokesperson did not immediately respond to an email seeking comment.

ME FIRST! FARMERS CALL ON TRUMP TO STAY IN

PARIS: The National Farmers Union, a left-of-center farmers and ranchers advocacy group, is asking Trump to keep the U.S. in the Paris climate agreement and preserve carbon dioxide reduction commitments. The group argues in a letter it's sending today climate-fighting policies can help rural populations, whether through improved energy efficiency or carbon sequestration through land banking. "Farmers are on the front lines of climate change," NFU President Roger Johnson says in the letter. "Producers have been experiencing costly disruption from climate change for some time, including more frequent and intense drought, flooding and wildfires." The American Farm Bureau Federation, the nation's largest farm group, does not appear to have opined on the Paris agreement, but it opposes most greenhouse gas regulation.

SECONDED: The Business Council for Sustainable Energy is also sending a letter today to Secretary of State Rex Tillerson urging the U.S. to remain in the Paris agreement and be an active participant in the UNFCCC. "Our coalition is also concerned that any back-tracking on U.S. commitments to the Paris Agreement or UNFCCC could induce negative market outcomes for U.S. companies that are doing business abroad," the letter states.

DES MOINES DROPS AG WATER POLLUTION SUIT: Two years after the Des Moines Water Works undertook an ambitious legal gambit aimed at forcing regulation of the upstream agricultural pollution fouling its water supply, the utility is calling it quits in court. In a statement Tuesday night, the Water Works said it would not seek to appeal a federal district judge's March decision dismissing the case. The Iowa Supreme Court had already ruled that the utility couldn't win financial damages in the suit. Instead, Water Works CEO Bill Stowe said the utility would be looking to lawmakers to remedy the problem, which the courts had suggested would be the proper avenue.

TRUMP, PRUITT MEET WITH CEOs: Pruitt met with Dan Yergin, author of "The Prize" and the vice chairman of IHS Markit; Mary Barra of General Motors and Paul Atkins of Patomak Global Partners as part of the White House's "Strategic and Policy Forum" on Tuesday. Trump addressed the environment directly during remarks: "On the environment, we're going to be very, very careful on the environment," he said. "[But] we've unleashed a lot of companies, especially right now in the energy sector — you see what's going on there. It was impossible for people to do what they

had to do, and now they can do it. It's all done." Pruitt's pic from the scene [here](#).

CARPER TOURS REFINERY: Top Senate Environment and Public Works Committee Democrat [Tom Carper](#) [tweeted](#) Tuesday about his visit to a refinery in Delaware. "On the side of a 'cat' at the Delaware City Refinery, now undergoing maintenance by 1,600 workers from all over the country," he said. ME guesses he may be referring to the plant's fluid catalytic cracker, the unit responsible for making gasoline.

McCARTHY MADE ROMNEY'S INFAMOUS BINDERS: The Boston Globe [obtained](#) Mitt Romney's much-mocked "[binders of full of women](#)" and former Obama administration EPA chief Gina McCarthy made it into them. She sought an environmental post and the Globe reports the words "knows about brownfield redevelopment" appeared next to her name. McCarthy ultimately held several environmental positions in Massachusetts under Romney.

MAIL CALL! CONCERNS OVER INSPECTOR GENERAL FUNDING: Top House Energy and Commerce Democrat [Frank Pallone](#) wrote the inspector generals at EPA, Energy and NRC to express concerns about potential funding and staffing cuts. "While we understand the difficult fiscal choices must be made, agency inspectors general are one of the federal government's best resources for reducing fraud, waste and abuse, and actually saving taxpayer dollars," the New Jersey Democrat wrote in the [letters](#).

COAL RESPONDS TO PJM STUDY: The American Coalition for Clean Coal Electricity sent a [letter](#) Tuesday commenting on a [recent PJM study](#) that it says has been "misinterpreted" as endorsing a rapid increase in natural gas-fired electricity generation. It asks a number of question about the resilience of the 13-state system and argues "there are many other issues associated with a less diverse resource mix."

CLEAN ENERGY INVESTMENTS DOWN IN Q1: Global clean energy investments declined 17 percent the first quarter of this year, according to Bloomberg New Energy Finance. The U.S. saw an even steeper drop of 24 percent, with \$9.4 billion in investments. BNEF notes less money in the financing market does not necessarily mean 24 percent less generation is being developed in the U.S. Lower average capital costs per megawatt of solar and wind "means that year-by-year it's possible to finance equivalent amounts of capacity in these technologies for fewer dollars," Jon Moore, BNEF CEO said in a [statement](#).

YOU NEED MORE TIME, MR. SECRETARY: Public lands, energy, veterans, Latino and religious advocacy groups are out with a [letter](#) this morning urging Interior Secretary Ryan Zinke not to enact any changes to BLM's November 2016 rule aimed at

curbing public-land methane waste without holding public forums and allowing comments on any revisions. "That process reflects how the Bureau of Land Management arrived at the current rule, and it is important that you hear from the people who are most affected by the waste of resources: the American people and western communities," the groups wrote.

TAKE A GLANCE! STOPPING METHANE LEAKS

OFFERS JOB OPPORTUNITIES: Research released Tuesday, commissioned by the Environmental Defense Fund, finds jobs associated with detecting and repairing methane leaks are scattered throughout 60 companies in 45 states. The majority of those companies are small businesses and have experienced up 30 percent business growth in states with methane regulations.

DRUMMING UP SUPPORT: With just three weeks remaining until the April 29 event, organizers of the Peoples Climate March are holding a live panel, featuring Rep. Keith Ellison and former White House adviser Van Jones, tonight at 8 p.m. to discuss the "need for the march, the threats represented by the Trump Agenda and what's next for movement building in America." Livestream here.

NOT BLOWN AWAY: Oklahoma state legislators sent Gov. Mary Fallin legislation Tuesday ending state tax breaks for wind generation this year rather than 2021, Pro's Esther Whieldon reports. The governor is expected to sign the bill. Projects that started service from 2007 to before this year's deadline receive a half-cent-per-kilowatt-hour tax credit for their first 10 years in operation.

QUICK HITS

— Signatories to climate change agreement in dispute over financing. Financial Times.

— World leaders must bring Donald Trump 'back to the table' on climate change, says UN deputy chief. Newsweek.

— Scott Pruitt requests funds for a 24/7 fleet of bodyguards, as the EPA is poised to cut health and safety programs. Quartz.

— North Korean ships head home after China orders coal returned. Reuters.

— Great Lakes water piped to Southwest 'our future,' says NASA scientist. Detroit Free Press.

HAPPENING TODAY

10:00 a.m. — Environmental Protection Agency holds a meeting on finalizing a Safe Drinking Water Act rule, Obsidian, a Cadmus Company, 1776 Eye St NW, 4th Floor

THAT'S ALL FOR ME!

To view online:

<https://www.politicopro.com/tipsheets/morning-energy/2017/04/plans-for-deep-federal-workforce-cuts-unveiled-022311>

Stories from POLITICO Pro

White House calls for deep agency cuts [Back](#)

By Ian Kullgren and Matthew Nussbaum | 04/11/2017 11:00 PM EDT

The White House on Wednesday will direct federal agencies to make deep personnel cuts over the next year, according to the White House budget chief and documents provided to POLITICO.

Agency heads will receive a 14-page memorandum outlining changes. The memo, which replaces the federal hiring ban Trump enacted in January, outlines cuts based on Trump's "skinny" budget, released last month. The budget proposal called for deep cuts to domestic programs and an increase in military spending.

The memo tells agencies to "begin taking immediate actions to achieve near-term workforce reductions." It also instructs agencies to develop by June 30 a plan to "maximize employee performance" — i.e., take steps to reward employees deemed effective while working to improve or dismiss weak performers. The memo also calls for delivery by September of an agency reform plan to shrink personnel to accommodate long term budget reductions outlined in the skinny budget.

Speaking to reporters, budget chief Mick Mulvaney said the end result will likely take effect in about 11 months. The executive branch will be dramatically different, Mulvaney said, with agencies operating more like private businesses. Mulvaney downplayed the cuts, saying the focus was on making agencies more efficient, not just smaller.

"Really what you're talking about doing is restructuring Washington, D.C.," Mulvaney said. "That is how you drain the swamp."

"At the end of the day," Mulvaney added, "this leads to a government that is dramatically more accountable, dramatically more efficient, and dramatically more effective at following

through on the promises that the president made during the campaign."

The White House's latest instructions to the agencies would appear to bear the fingerprints of chief strategist Steve Bannon, who pledged himself publicly to "deconstruction of the administrative state."

Mulvaney did not discuss specifics of the cuts, including how many jobs will be slashed. That, he said, will be left up to the agencies. But Mulvaney did single out the EPA — perhaps the agency most-loathed by Republicans — as a particular target.

"Everybody acknowledges, given the proposed reductions to the Environmental Protection Agency in the budget, they would have to reduce the size of their workforce," Mulvaney said. "And it's just sort of up to them to come up with ideas on how to do that effectively."

But the Defense and Veterans Affairs departments will increase staffing, Mulvaney said, though he didn't elaborate on how that will occur. He didn't address whether agencies might hire contract workers to replace cut positions.

The memo says that agencies should eliminate programs that are duplicative, non-essential to the agency's mission, or are already carried out in some form by state and local government. It also tells agencies to cut any program that is "not justified by the unique public benefit it provides," and to restructure programs to provide better customer service.

The memo also tells agencies to explore new technologies to "automate processes and result in increased efficiency and budgetary savings."

Not all of the staffing cuts will be achieved through layoffs. Trump has yet to fill scores of positions, and the guidance says any vacant posts judged unnecessary can be eliminated immediately.

Mulvaney insisted the process could be bipartisan and include public input.

"We are not just asking conservative right wing think tanks to give us ideas on how to fix this," said Mulvaney, a former Republican congressman from South Carolina. "We're asking the general public: intellectuals, academia and the private sector to give us ideas, and it may well be they come in and make suggestions that might be the exact opposite of a former right-wing member of Congress."

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Obama plan has NOAA swimming to Interior [Back](#)

By Dan Berman | 01/13/2012 11:40 AM EDT

In the early 1970s, out of spite, Richard Nixon placed the National Oceanic and Atmospheric Administration in the Commerce Department.

Now, President Barack Obama wants to move NOAA to its original destination: the Interior Department.

Obama formally unveiled the plan during a White House speech Friday as part of a larger government reorganization proposal that essentially involves dissolving Commerce.

"As it turns out, the Interior Department is in charge of salmon in fresh water, but the Commerce Department handles them in saltwater," Obama said. "Apparently, this all had something to do with President Nixon being unhappy with his Interior Secretary for criticizing the Vietnam War.

"No business or nonprofit leader would allow this kind of duplication or unnecessary complexity in their operations. So why is it OK in our government? It's not. It has to change," he added.

Obama first took aim at the NOAA/Commerce combination during his State of the Union speech last year, and possibly heard about it a lot from his former chief of staff and Clinton-era Commerce Secretary Bill Daley.

Although Congress has never passed legislation creating NOAA — a constant frustration for the agency's backers on and off the Hill — Friday's plan would require congressional OK.

Under the plan, the president would request fast-track consolidation authority that would allow him to propose agency mergers. Those would be subject to an up-or-down vote from Congress within 90 days. Lawmakers would need to grant the president the fast-track authority and approve each of his requests for consolidation.

Byron Tau and Donovan Slack contributed to this report.

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Trump's climate demands roil U.S. allies [Back](#)

By Andrew Restuccia | 04/11/2017 07:14 PM EDT

President Donald Trump's abrupt turnaround on U.S. climate policy is fueling tension with several of America's closest allies,

which are resisting the administration's demands that they support a bigger role for nuclear power and fossil fuels in the world's energy supply.

The dispute blew up at this week's meeting of G-7 energy ministers, at which Trump administration officials pushed to include stronger pro-coal, pro-nuclear language in a proposed joint statement on energy policy. The fight had been simmering behind the scenes for weeks as the White House, Energy Department and State Department clashed with negotiators from other G-7 countries over the statement, according to an internal document obtained by POLITICO and interviews with diplomats.

After a tense back-and-forth at the meeting in Rome on Monday, the G-7 energy ministers — including representatives from Canada, Great Britain and several European Union countries — wound up scuttling the statement altogether.

The feud comes as Trump, who often touts his "America first" approach to foreign policy, is considering whether to pull the United States out of the climate change accord that the Obama administration and leaders of nearly 200 other nations negotiated in Paris in 2015. Some Trump advisers have suggested that he should remain in the deal — but in return, should demand concessions to aid the fossil fuel sector.

G-7 officials, led by the Europeans, refused to agree to stronger language touting fossil fuels without assurances from the United States that it would stay in the Paris climate change agreement, according to officials briefed on the discussions.

The U.S. emphasis on coal "was seen as an issue for all of us," one G-7 country negotiator told POLITICO, noting that Canada, Europe and Japan all expressed frustration about the Trump administration's position. The United States' refusal to discuss or mention the Paris agreement in the joint statement was EU's "biggest" red line during the meeting, the negotiator added.

The meeting underscored the increasingly wide gulf between the Trump administration and its allies over climate change. The leaders of the other G-7 nations have all called for a shift away from fossil fuels and toward renewable energy. Meanwhile, Trump has dismissed climate change as a Chinese hoax and sought to revive the ailing U.S. coal industry.

The draft joint statement obtained by POLITICO, which is dated March 31 and is labeled as a "second draft," provides an unfiltered look at the Trump administration's energy policy priorities.

In one instance, the U.S. rewrote part of the statement to stress that fossil fuels "including coal and natural gas will remain part of the global energy mix for the foreseeable future," striking vaguer

language from an earlier draft that said countries would rely on fossil fuels for "some time, as countries progressively reduce greenhouse gas emissions of their energy system."

In another section, the U.S. added a mention of fossil fuels and nuclear power to a line calling on countries to "work together on policies to deploy clean, reliable and affordable energy."

The U.S. also proposed completely eliminating a line stating that since renewable energy will help cut carbon dioxide emissions, the G-7 nations would "take the lead in tackling the challenges of electricity systems with high shares of variable renewable energy and in addressing the resilience of the electricity system" as the energy industry transitions to cleaner sources.

And U.S. officials added a section promoting nuclear power that reads in part, "We note the importance of civil nuclear energy for providing reliable and clean baseload energy."

While the U.S. appeared to back language calling for phasing out "inefficient fossil fuel subsidies that lead to wasteful consumption" over the medium term, it proposed striking a line calling on G-7 countries to "increase efforts to phase them out by 2025."

Ultimately, the Trump administration's demands proved too difficult to overcome, and the G-7 nations scuttled the joint statement. Carlo Calenda, Italy's economic development minister and the chair of the summit, instead released a written summary of the meeting, which noted that the delegation heads of every country but the United States reaffirmed their commitment to the Paris deal.

Energy Secretary Rick Perry, who led the U.S. delegation to the meeting, said the Trump administration "is in the process of reviewing many of its policies and reserves its position on this issue," according to the summary.

It's not the first time the U.S. has been the odd country out in an international meeting since Trump took over. During a March G-20 meeting of finance ministers in Germany, Treasury Secretary Steven Mnuchin pushed for the removal of language calling on countries to help finance efforts to tackle climate change.

In the run-up to the G-7 meeting, Trump administration officials had asked foreign officials not to pack the joint statement with mentions of renewable energy and climate change, noting that they wouldn't be able to sign off on the text because the White House was still weighing its stance on the Paris deal, according to people familiar with the deliberations.

But sure enough, early drafts of the joint statement included frequent mentions of climate change. And U.S. officials sought to

revise the drafts, sparking a fierce round of edits between representatives of the G-7 nations ahead of this week's meeting. One diplomat who worked on the text called it a "slow and complicated process."

At one point during the gathering, tempers flared so high that a European official accused a U.S. official of trying to "internationalize" the Trump administration's focus on fossil fuels, according to one person briefed on the exchange.

Indeed, Trump administration officials have adopted the president's "America first" approach in making the case to industry lobbyists that remaining in the Paris agreement is the best choice for the country, arguing it gives the U.S. leverage to win broader support for technologies to slash emissions from fossil fuels.

During a recent meeting on the Paris agreement, George David Banks, a top White House international energy adviser, pointed to a map of the United States in his office and said, "That's the only thing that matters to me," according to an industry official who attended.

Banks, an advocate of staying in the Paris deal, has been meeting with industry officials for weeks to discuss their views on the agreement. The meetings have had some success: Several coal companies recently endorsed remaining in the pact.

But it remains to be seen whether Trump will ultimately decide to keep the U.S. in the agreement. Steve Bannon, Trump's chief strategist, is said to be opposed to remaining in the deal, while the president's daughter Ivanka and his son-in-law, Jared Kushner, are said to be supportive of staying.

White House press secretary Sean Spicer has said Trump will make a final decision by late May, when he and other world leaders will travel to Italy for a G-7 summit.

Asked for comment, a White House official said Trump "has emphasized the value of the U.S. energy sector as a strategic tool in U.S. foreign policy." The official added: "All U.S. energy resources and technologies, including coal and nuclear, should play an important role in achieving universal access to affordable and reliable energy."

Kalina Oroschakoff contributed to this report.

[Back](#)

Court suspends ozone case, opening path for Trump admin to rewrite rule [Back](#)

By Alex Guillén | 04/11/2017 06:16 PM EDT

The D.C. Circuit Court of Appeals today decided to suspend proceedings in a lawsuit over an Obama-era ozone rule to give the Trump administration time to decide whether to rewrite it.

A three-judge panel granted EPA's request to postpone oral arguments that had been scheduled for April 19 over the 2015 ozone standard. The court also ordered EPA to provide updates every 90 days on its progress in reviewing the standard and to notify the court "promptly" once the agency decides whether to repeal or modify it.

The court also recently canceled oral arguments over EPA's carbon rule for future power plants, although it has yet to decide whether to place that case on hold.

WHAT'S NEXT: EPA will review the ozone standard and decide whether to alter or repeal it, a lengthy notice-and-comment process.

[Back](#)

Ryan explains 'binders full of women' [Back](#)

By Katie Glueck | 10/17/2012 08:26 AM EDT

Mitt Romney received some back-up Wednesday from running mate Paul Ryan for a statement the GOP nominee made in Tuesday's presidential debate about "binders full of women" that's gone viral.

"All he simply meant was that he went out of his way to try to recruit qualified women to serve in his administration when he was governor," Ryan said on "CBS This Morning." "That's really what he was saying."

([Also on POLITICO: 'Binders full of women' meme spreads](#))

In his second face-off with President Barack Obama at Hofstra University on Long Island, N.Y., Romney said that when he was governor of Massachusetts, his office went through "binders full of women" to find possible female Cabinet members, and immediately sparked an explosion of memes and jokes online and on Twitter.

"By the way, he has an exceptional record of hiring women in very prominent positions in his administration, and that's the point he was making," Ryan said. "The other point is, this economy has been terrible for women. Poverty rates among women are at a 17-year high. We need jobs, we need economic growth. And among those who have been hit hardest in this economy are women."

([PHOTOS: Top political memes of 2012 race](#))

"So what he was pointing out to was that he went out of his way to find qualified women to serve in senior positions in his administration," Ryan added. "And he did just that, and he had one of the most exceptional records of governors in the country."

[Back](#)

CORRECTED: Oklahoma moves to end wind tax break this year [Back](#)

By Esther Whieldon | 04/11/2017 04:45 PM EDT

Oklahoma state legislators today sent Republican Gov. Mary Fallin a bill that would end state tax incentives for wind energy generation this year instead of in 2021.

Under the bill, [H.B. 2298](#), which Fallin is expected to sign, any wind project brought online after July 1 will not qualify for the state's tax breaks. Projects that started service from 2007 to before this year's deadline receive a half-cent-per-kilowatt-hour tax credit for their first 10 years in operation.

The bill comes as the state is struggling to fill a nearly \$900 million deficit for 2018.

Oklahoma has seen a boom in wind projects in recent years and in 2015 ranked third in the nation in total wind generation, according to the American Wind Energy Association.

This article has been updated to reflect that the bill applies to just wind energy.

[Back](#)

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Yes, very



Somewhat



Neutral



Not really



Not at all

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POLITICOPRO

This email was sent to jackson.ryan@epa.gov by: POLITICO, LLC 1000 Wilson Blvd. Arlington, VA, 22209, USA

To: Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Flynn, Mike[Flynn.Mike@epa.gov]; Allen, Reginald[Allen.Reginald@epa.gov]
From: Vizian, Donna
Sent: Fri 4/21/2017 12:49:09 AM
Subject: Re: Presidential pictures

You are welcome. It's not always easy in a GSA owned building. They like to control things.

On Apr 20, 2017, at 6:21 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Thank you very much.

Honestly, I am really impressed how quickly this was done. Thank you very much.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6 - Personal Privacy

On Apr 20, 2017, at 6:16 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

The pictures are going up now in north.

On Apr 19, 2017, at 4:54 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Please frame blow up photos of the President and Vice President in the N and S lobbies while we wait on GPO pictures.

Ryan Jackson

Chief of Staff

U.S. Environmental Protection Agency

Ex. 6 - Personal Privacy

To: Jackson, Ryan[jackson.ryan@epa.gov]
Cc: Allen, Reginald[Allen.Reginald@epa.gov]
From: Reeder, John
Sent: Thur 3/2/2017 12:51:43 AM
Subject: Catharine Ransom and the Renewable Fuels execs

Ex. 5 - Deliberative Process

John

From: Catharine Ransom [mailto:cransom@gpg.com]
Sent: Tuesday, February 21, 2017 7:13 PM
To: Pruitt, Scott <Pruitt.Scott@epa.gov>
Cc: Reeder, John <Reeder.John@epa.gov>; Hope, Brian <Hope.Brian@epa.gov>
Subject: Meeting Request: Fuels America re: RFS

Administrator Pruitt,

Good afternoon! I am writing today on behalf of the Fuels America coalition, which is a broad coalition of interests focused on protecting the Renewable Fuel Standard (RFS). A group of CEOs and senior executives from the coalition will be in town on March 1st, and the group is interested in meeting with you to discuss the RFS, the latest industry trends, market conditions, and the outlook for the year ahead.

Meeting attendees would include:

Adam Monroe, President, North America, Novozymes

Bob Dinneen, President and CEO, Renewable Fuels Association (RFA)

Emily Skor, CEO, Growth Energy

Craig Willis, President, Ethanol, ADM

Brooke Coleman, Executive Director, Advanced Biofuels Business Council (ABBC)

Thank you for your consideration of this request, and please contact me with any questions, or if you or your team need additional information. Thank you!

Catharine Ransom

CATHARINE CYR
RANSOM
Managing Director
t. 202.337.0800
e. cransom@epa.gov

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Wed 3/15/2017 5:01:46 PM
Subject: RE: Ed Steinmetz

No worries – will brief you later...

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Jackson, Ryan
Sent: Wednesday, March 15, 2017 1:00 PM
To: Allen, Reginald <Allen.Reginald@epa.gov>
Subject: Re: Ed Steinmetz

I'm not sure I understand.

Ryan Jackson

Chief of Staff

U.S. EPA

(202) 564-6999

On Mar 15, 2017, at 12:30 PM, Allen, Reginald <Allen.Reginald@epa.gov> wrote:

Ryan

Between you and me – this not all good at all, not to be bureaucratic because I don't own

this process but I do oversee it. The PSD and others committed serious process fouls that now have OCG, OARM, OHS and others spinning to correct.

Please sent these and other requirements to me and John when possible as we can make anything happen, whatever needs you the boss have and keep it close hold, but do it in accordance with Federal rules and regulations.

Michelle and PSD can't do that because they don't know the rules or the touch points to get thing done properly in many cases. For example the vendor used was not certified by the US Gov't to do this kind of sensitive work, he was not vetted by Homeland security, there happens to be a federal procedure for this type of action that was not followed, the purchase was never approved causing a whole set of issues, and on and on.

I have been working all morning to correct all with OCG, OHS, and OARM and hopefully will put this to rest soon – which includes training for the PSD and Michelle on what they are authorized to do and what they cannot do.

No action on your part needed but wanted to know...

Reggie

Reginald E. Allen, SES

Assistant Deputy Chief of Staff

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

From: Jackson, Ryan

Sent: Wednesday, March 15, 2017 11:00 AM

To: Hale, Michelle <hale.michelle@epa.gov>
Cc: Allen, Reginald <Allen.Reginald@epa.gov>; Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>; Ex. 6 - Personal Privacy; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: Re: Ed Steinmetz

All good.

Ryan Jackson

Chief of Staff

U.S. EPA

(202) 564-6999

On Mar 15, 2017, at 9:30 AM, Hale, Michelle <hale.michelle@epa.gov> wrote:

Ryan Jackson was involved in the conversation with Security and it was agreed to proceed. I relied on Security to navigate the proper channels to make it happen.

From: Allen, Reginald
Sent: Wednesday, March 15, 2017 8:48 AM
To: Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>
Cc: Ex. 6 - Personal Privacy; Hale, Michelle <hale.michelle@epa.gov>; Jenkins, Donna <Jenkins.Donna@epa.gov>
Subject: Re: Ed Steinmetz

Nino

Thanks for the info - just need to understand who authorized the company to begin work as it did not go through proper channels - when the government received services and incurred a debt that was not properly authorized it causes a ratification which is a problem. The work and the request to do it is not the problem it is the process.

Let talk later via phone

Reggie

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell: Ex. 6 - Personal Privacy

On Mar 15, 2017, at 6:24 AM, Perrotta, Pasquale <Perrotta.Pasquale@epa.gov> wrote:

Mr. Allen,

Cc All,

Good morning!

I was told by SAC Ex. 6 - Personal Privacy yesterday afternoon that there seems to be some confusion related to whom requested the TSCM sweep? I will be happy to answer any questions regarding this matter but this task came from the Administrator's office.

Also, I've attached some of the email traffic regarding this matter for your review. There are several other emails to include my immediate communication of the request to SAC Ex. 6 - Personal Privacy who provided me with Gail Jefferson's contact information. FYI, Gayle's shop was involved with a similar request which was made by Administrator McCarthy's folks. Ex. 1

Ex. 1 In addition, when I communicated this to Gayle, she was unfortunately unable to provide me with a vendor. So I provided a source to Michelle Hale and then introduced Michelle Hale to the absolutely wonderful Donna Jenkins since the payment and process details needed to be discussed.

Please note this was a request from the Chief of Staff to me. So if you need additional details either Michelle Hale can provide them and or I will be happy to do so. Our first stop with the Administrator this morning will end around 0830 hours and I have a small window soon after just prior to taking Adm. Pruitt to Andrews. Nonetheless, I will be happy to address any other concerns or issues in person.

Respectfully,

Nino Perrotta

Special Agent

EPA-CID

Protective Service Detail

Ex. 6 - Personal Privacy; Ex. 7(c); Ex. 7(f)

Sent from my iPhone

Begin forwarded message:

From: "Hale, Michelle" <hale.michelle@epa.gov>
Date: March 14, 2017 at 2:37:34 PM EDT
To: "Perrotta, Pasquale" <Perrotta.Pasquale@epa.gov>
Subject: FW: Ed Steinmetz

I didn't send an email but this is what I found.

From: Jenkins, Donna
Sent: Tuesday, February 28, 2017 12:25 PM
To: Perrotta, Pasquale <Perrotta.Pasquale@epa.gov>
Cc: Hale, Michelle <hale.michelle@epa.gov>

Subject: RE: Ed Steinmetz

Thank you. Just let me know what I need to do after his visit.

Have a safe day and time off.

Donna C. Jenkins

Staff Assistant

Office of the Administrator

MC 1101A Room 2019WJC North

(202) 564-6959 (d)

Ex. 6 - Personal Privacy (c)

jenkins.donna@epa.gov

From: Perrotta, Pasquale
Sent: Tuesday, February 28, 2017 12:09 PM
To: Jenkins, Donna <Jenkins.Donna@epa.gov>
Cc: Hale, Michelle <hale.michelle@epa.gov>
Subject: Ed Steinmetz

Donna

If all is acceptable; Mr. Edwin Steinmetz will be here Friday morning.

I am not here after today. Here is his cell in the event you need to speak to him prior.

Ex. 6 - Personal Privacy

Michelle - Edwin knows to report to you.

Sent from my iPhone

Welcome to the U.S. Environmental Protection Agency



Regional Offices

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Purpose

Welcome to the Administration!

The Appointee Onboarding Binder is a guide for you to learn the operations, procedures and programs of the U.S. Environmental Protection Agency (EPA) and the Office of the Administrator.

DISCLAIMER: *This Guide contains excerpts from official documentation. Employees should consult referenced material rather than rely on excerpts alone. For specific questions or concerns, please contact your human resources representative or the Office of Executive Services.*

TO UTILIZE HYPERLINKS WHILE USING THE DOCUMENT IN POWERPOINT:

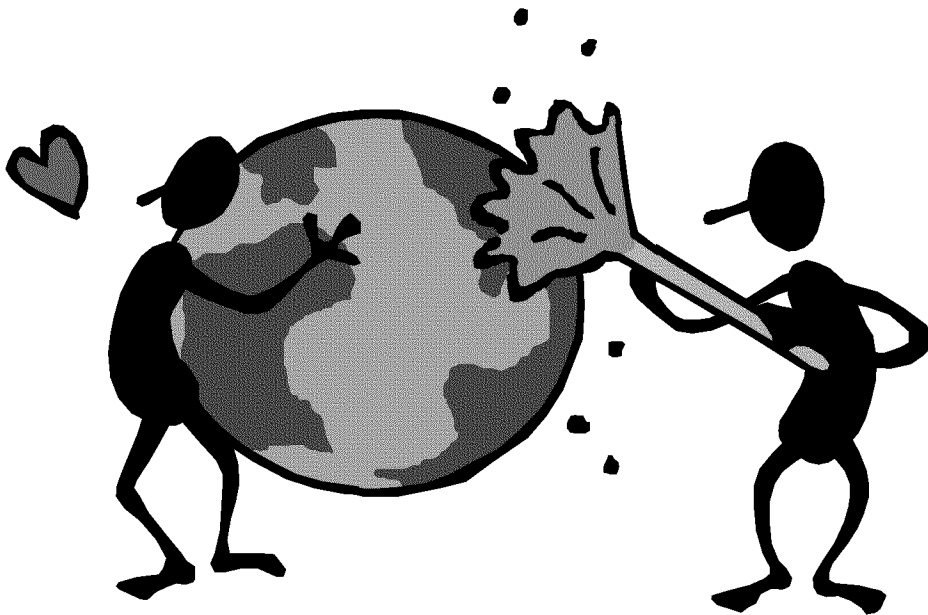
Place your mouse over the link.

Right click to open menu

Left click on "Open Hyperlink"

U.S. Environmental Protection Agency

Mission and Organization



***TO UTILIZE HYPERLINKS WHILE USING
THE DOCUMENT IN POWERPOINT:***

Place your mouse over the link.

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Left click on "Open Hyperlink"

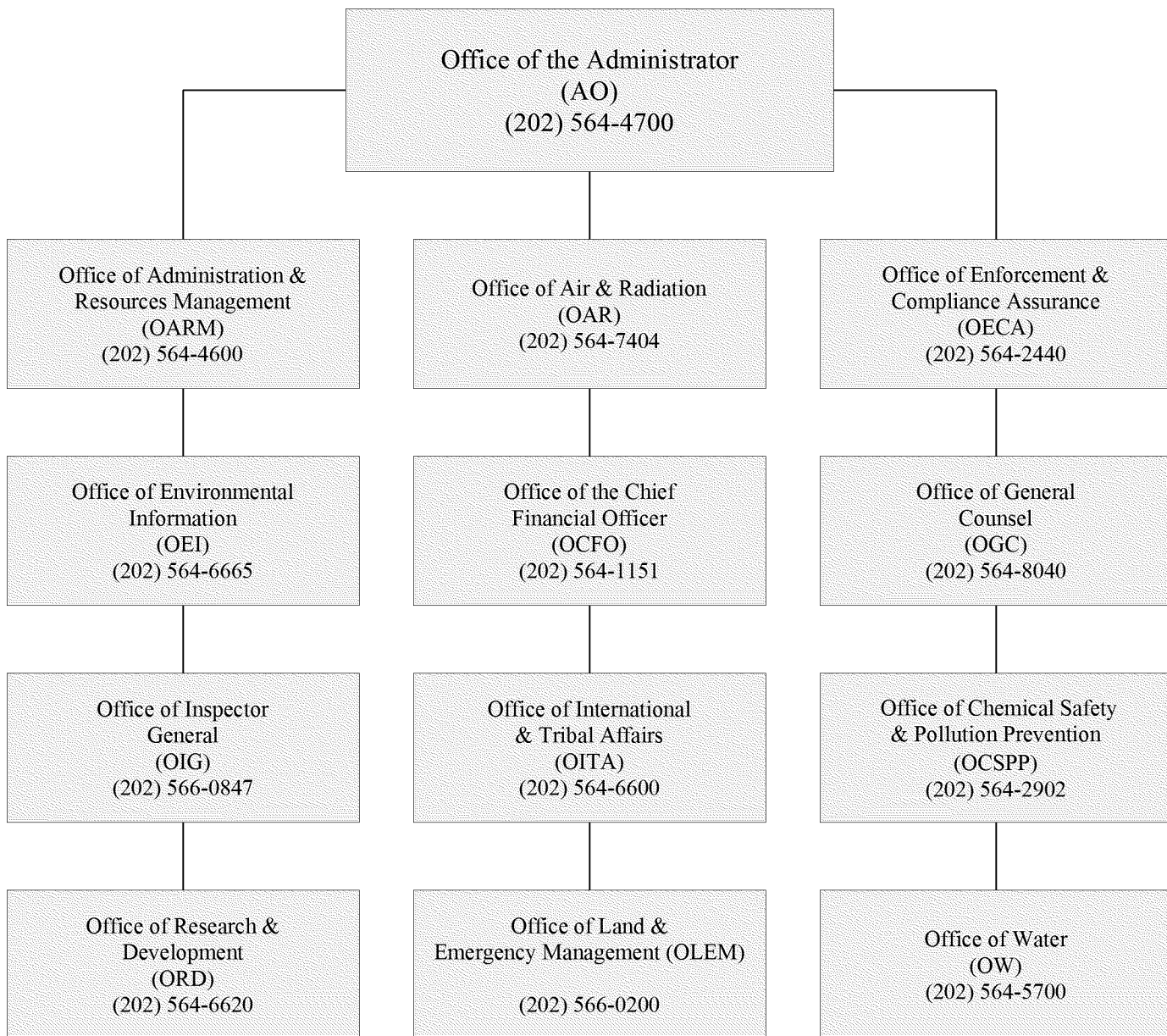
Mission Statement

The mission of the U.S. Environmental Protection Agency is to protect human health and the environment.

In pursuing that mission, EPA seeks to ensure:

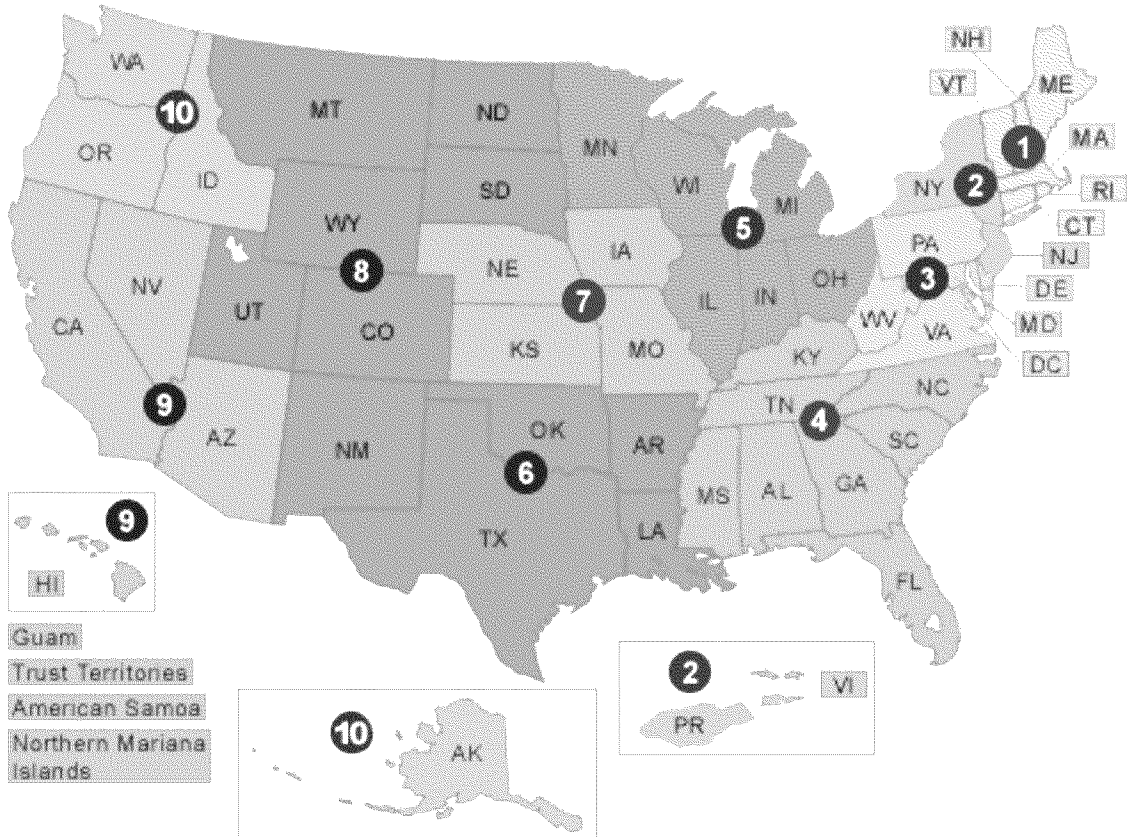
- All Americans are protected from significant risks to human health and the environment where they live, learn, and work.
- National efforts to reduce environmental risk are based on the best available scientific information.
- Federal laws protecting human health and the environment are enforced fairly and effectively.
- Environmental protection is a critical part of United States policies involving natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade.
- All parts of society (communities, individuals, businesses, state/local/tribal governments) have access to information allowing for participation in the management of human health and environmental risks.
- Environmental protection contributes to making our communities and ecosystems diverse, sustainable, and economically productive.

Headquarters Offices



Regional Offices

We have ten regional offices, each of which is responsible for the execution of our programs within several states and territories.



Region 1
Boston, MA
(617) 918-1010

Region 2
New York, NY
(212) 637-5000

Region 3
Philadelphia, PA
(215) 814-2998

Region 4
Atlanta, GA
(404) 562-8357

Region 5
Chicago, IL
(312) 886-3000

Region 6
Dallas, TX
(214) 665-2100

Region 7
Kansas City, KS
(913) 551-7006

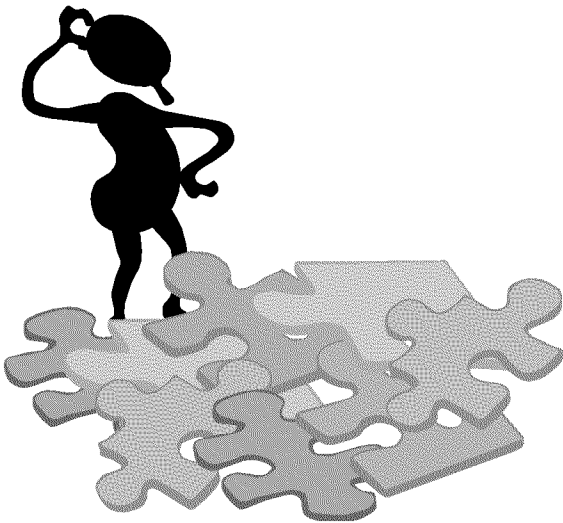
Region 8
Denver, CO
(303) 312-6308

Region 9
San Francisco, CA
(415) 947-8702

Region 10
Seattle, WA
(206) 553-1234

Important Reminders for Employees

*A tool kit for administrative,
management, and technical concerns*



***TO UTILIZE HYPERLINKS WHILE USING
THE DOCUMENT IN POWERPOINT:***

Place your mouse over the link.

Right click to open menu

Left click on "Open Hyperlink"

Fundamentals of Federal Spending

The rules governing the spending of Federal funds can be very complicated, with many detailed legal and regulatory requirements.

The EPA has a staff of experts that can advise you on resources and proper procedures for spending funds. The key points of contact at Headquarters and in the Region are your:

- Senior Resource Official, typically a Deputy Assistant Administrator at Headquarters or the Assistant Regional Administrator in the Regions;
- Senior Budget Officer in EPA Headquarters; and/or
- Regional Comptroller in the EPA Regions;

The following “dos” and “don’ts” are intended to provide the general "rules of the road" for common resource issues or questions.

DO

- Use only the designated EPA personnel who have the authority to make Purchases (Contracting Officers, Grants Officers, and Bank Card Holders).
- Purchase office supplies through your office's established EPA personnel authorized to make purchases.
- Always ask questions about what process should be used to make a purchase.
- Remember that all contracts or grants are offered competitively.
- Use your Bank Card Holder to pay for your EPA business cards.
- Meet with your Senior Budget Officer (SBO) or Regional Comptroller to understand your available resource levels, financial structure and financial operations.
- Use your own personal account to pay for meals.
- Remember that all Federal employees must comply with ethics rules regarding conflicts of interest, misuse of position, and impartiality.
- Understand Federal financial rules, particularly the:
 - Anti-deficiency Act that prohibits the unauthorized use of either time or money, and requires that all violations, no matter how small, be reported to the President. and
 - Congressional spending bills that contain limits and requirements

DON'T

- X Make any purchase without prior authorization.
- X Promise contracts or grants to anyone.
- X Expect to be reimbursed for:
 - items you purchase from your personal accounts.
 - club or organizational memberships or dues, or
 - refreshments for office activities.

For more detailed questions and answers explaining how resources are obtained, managed, tracked and reported, please reference the Federal Spending FAQ.

In addition, it is important that employee travel and payroll (e.g., time and attendance) be approved by an individual in his/her supervisory chain of command. The Executive Approval Framework outlines the acceptable alternatives when this principle cannot be met.

When in doubt, consult with your Senior Resource Official and/or Senior Budget Officer or Regional Comptroller.

Ethics

As employees of the executive branch, we are subject to:

- The United States Constitution, including the Emoluments Clause, Art. I, Section 6, Clause 2
- Federal criminal conflict of interest statutes codified at Title 18 of the U.S. Code (including financial and representational conflicts of interest)
- The Hatch Act of 1939 and the Hatch Act Modernization Act of 2012 (addressing political activity of federal employees)
- The Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR Part 2635, including the 14 basic obligations of public service, which include:
 - Not holding financial interests that conflict with public duties
 - Not using public office for private gain
 - Acting impartially and not giving preferential treatment
 - Not misusing government property or equipment
 - Not accepting gifts

REMINDERS:

- All new employees must complete one hour of employee ethics training. All incoming PAS appointees must also have specialized training with an ethics official in the first 15 days of joining the agency.
- Many employees must file public or confidential financial disclosure reports. These employees are also required to take one hour of annual ethics training.
- Public filers are also subject to the Stop Trading on Congressional Knowledge Act, report on changes in their financial ownership on a periodic basis, and report when they begin to negotiate for future employment.

Contacts

Office of General Counsel/Ethics -- ethics@epa.gov	
Kevin Minoli , Designated Agency Ethics Official and Acting General Counsel Minoli.Kevin@epa.gov or (202) 564 8040	Justina Fugh , Alternate Designated Agency Ethics Official and Senior Counsel for Ethics Fugh.Justina@epa.gov or (202) 564 1786
Dan Fort , Ethics Officer fort.daniel@epa.gov or (202) 564-2200	Jeanne Duross , Ethics Attorney duross.jeanne@epa.gov or (202) 564-6595
Rich Lumley , Ethics Officer lumley.rich@epa.gov or (202) 564-1453	Jeanne Keith , Ethics Officer keith.jennie@epa.gov or (202) 564-3412



Records Management & You

Who is responsible for records management? Why?

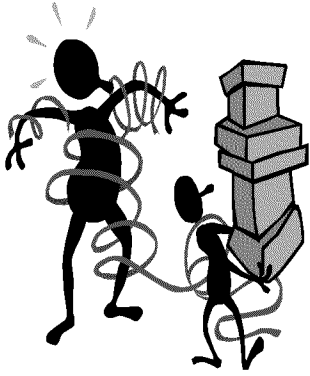
- Every federal employee is responsible for good records management.
- Federal law requires you to keep good records according to the established records schedules to avoid unauthorized destruction of records. See schedules **Ex. 6 - Personal Privacy** and FAQ on Destruction of EPA Records **Ex. 6 - Personal Privacy**

What am I supposed to do?

- Manage and maintain all records, regardless of format, in accordance with applicable statutes, regulations and EPA policy and guidance.
- Maintain email records, in the Enterprise-wide Content Management System (ECMS) (see next page).
- Maintain your records according to Agency records schedules for easy retrieval and to more easily responds to Freedom of Information Act (FOIA) requests, litigation holds and Congressional inquiries.

What exactly are records?

- Records are “recorded information regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions policies, decisions, procedures operations, or other activities of the Government or because of the informational value of the data in them.”
- In short, records include anything that documents EPA’s functions, decisions, procedures, policies, and activities.
- Records can be in any media: paper, electronic, or audiovisual. Some examples are letters, memos, calendars, e-mail messages, briefing materials, reports, meeting minutes, 11



Where can I go for help?

- Talk to your Records Liaison Officer: see

Ex. 6 - Personal Privacy

- Visit the National Records Management Program (NRMP) website:

Ex. 6 - Personal Privacy

Enterprise Content Management System

- Contact the NRMP Help Desk:

records@epa.gov or 202-566-1494

What is ECMS?

The Enterprise Content Management System (ECMS) is a platform for managing EPA's electronic records throughout their lifecycle. ECMS comprises the policies and standards and technologies and tools used to capture, manage, store, preserve and deliver these records Agency-wide.

How do I use ECMS?

EZ Email Records is the most common way to save electronic records in the ECMS repository. EZ Email Records is integrated directly into your EPA email applications, and simplifies saving email records to a one-step process. To learn more, read the quick guide or take the 20-minute self-paced module in EPA's eLearning site (Skillport).

Who manages ECMS?

The ECMS project team resides in the Office of Environmental Information, Office of Enterprise Information Programs, Enterprise Records Management Division (OEI/OEIP/ERMD). The team provides training, guides, FAQs, and regular meetings to keep you informed. If you have any questions, please contact us: ecms@epa.gov.

PeoplePlus

PeoplePlus is the EPA's time and attendance processing tool. Employees must use PeoplePlus to log their daily work hours, as well as their leave. EPA employees are responsible for reporting their own time. There are training courses available online for employees learning to use the system.

A pay period is a two week period beginning on the first Sunday and ending on the second Saturday of that period. Employees should submit their timecards no later than 10 PM EST on the second Thursday of the pay period. Supervisors should approve timecards no later than 8 PM EST on the second Saturday at of the pay period. Note, there may be times where early submission and approval of timecards may be necessary. Employees will be informed in advance of early submission and approval deadlines.

The official pay date is the second Tuesday of the pay period. Employees often see their funds dispersed on the first Friday of the pay period. Failure to input your timecard could result in a delay of your paycheck. Please see the [PeoplePlus Payroll Pay Period Calendar](#) for more information.

How to Access PeoplePlus

PeoplePlus Coordinator

Every AA-ship has PeoplePlus Coordinators who are responsible for ensuring the responsibilities of the employees, timekeepers, and supervisors in their Region/Program are completed. The PeoplePlus Coordinator list can be found at:

Ex. 6 - Personal Privacy

Log-in: EPA computers use a single sign-on function which will automatically populate your User Id and password to log you into PeoplePlus. In the event that single sign-on is disabled, you can use your EPA username and password to log in. For more information, please contact HRPayHelp@epa.gov or call 1-866-411-4372, option 2.

Completing a Time Card: Your PeoplePlus Coordinator or your PeoplePlus Timekeeper can show you how to complete your timecard. If you need more assistance or a guide, this link will provide you information on how to complete your biweekly timecard:

Ex. 6 - Personal Privacy

For payroll issues, please contact HRPayHelp@epa.gov or call 1-866-411-4372, option 2.

Leave

Annual Leave

Annual leave is an approved absence with pay from official duties. While it is mainly used for vacation, it can be used to allow periods of time off for other personal affairs and emergencies.

Sick Leave

Sick leave is a period of approved absence with pay from official duty for specific medical-related and/or family care reasons, including illness and/or medical appointments of a family member or oneself. Employees should contact their immediate supervisor when they are unfit for duty because of sickness, injury, or incapacitation or there is the need to care for someone in the family who is sick or in need of assistance.

Annual & Sick Leave Accrual Rates

Full-time employees earn annual leave accordingly:

0-3 years of service: 4 hours of annual leave each pay period

3-15 years of service: 6 hours of annual leave each pay period

15+ years of service: 8 hours of annual leave each pay period

SES, SL, and ST employees earn 8 hours of annual leave each pay period, regardless of years of service. All employees earn 4 hours of sick leave per pay period, regardless of years of service.

Annual and sick leave accrual rates for part-time employees are prorated.

Leave Without Pay (LWOP)

LWOP is an "approved" temporary absence from duty in a non-pay status requested by an employee. Extended LWOP is a period exceeding 30 calendar days. Granting LWOP is always a matter of administrative discretion and may not be demanded by an employee, except in three special situations. These are cases involving (1) disabled veterans receiving medical treatment, (2) military reservists and National Guard members performing military training duties, and (3) employees invoking (declaring their intention to claim their entitlement under the law) Family Medical and Leave Act rights.

Absence Without Official Leave (AWOL)

AWOL is a period of absence without pay for which an employee did not obtain advance approval or for which a request for leave is denied. AWOL occurs when the supervisor decides no form of leave (e.g. annual, sick, LWOP) has been or should be approved. AWOL could result in disciplinary action.

Requesting Unscheduled Leave

The Office of Personnel Management has issued procedures for federal employees to request unscheduled leave when weather conditions are such that the employee is unable to make it to work or is in need of leaving the office earlier than has been announced by OPM. In lieu of working in the office for the full day or for less than the designated number of hours beyond the designated arrival time or before the designated departure time, non-emergency employees may take unscheduled annual leave. All employees are to make this request to their first-level supervisor.

For more details on leave, please review the leave handbook

Leave Bank and Leave Transfer Programs

Leave Bank

EPA's Voluntary Leave Bank Program provides the opportunity for an employee who has exhausted his/her paid leave due to a medical emergency involving self or a family member, to receive leave from the agency leave bank pool.

Leave Bank Membership and Contributions

All EPA employees are eligible to contribute to the Leave Bank, including part-time employees; however, the employee is not a member until he or she submits an application and contributes the required minimum contribution.

Enrollment Period

To become a Leave Bank member, an application and required minimum contribution must be made either during an individual enrollment period or open enrollment period:

- Individual enrollment period – New employees or employees returning from an extended absence have 30 days in which to apply and make the minimum Leave Bank contribution.
- Open enrollment period – Employees may apply annually to become Leave Bank members.

To become a Leave Bank member, an employee must contribute a minimum of annual leave that the employee would ordinarily accrue per pay period (4, 6, or 8 hours, depending on years of service), or contribute up to the maximum contribution level. The maximum contribution level is ordinarily one-half of the annual leave the employee would be entitled to accrue in a given year, or, for employees who may be subject to leave forfeiture ("use or lose"), the lesser of one-half of the annual leave accrual entitlement or the number of scheduled work hours remaining in that year (as of the date of the leave contribution).

Leave Bank Program applicants must complete form EPA 3160-6, "Leave Bank Election Form." Applicants must check Box A indicating that they are applying for membership and submit the completed application to their Leave Bank Coordinators. *NOTE: The Leave Bank Board may, in appropriate circumstances, decrease or increase the minimum required contribution based on Leave Bank usage, contributions, and availability of recipient hours.*

Leave Transfer

EPA's Voluntary Leave Transfer Program (VLTP) provides the opportunity for an employee facing an absence from duty of at least 24 hours of unpaid leave, either consecutive or intermittently, (or who is expected to face an absence) due to a medical emergency involving self or an eligible family member, to receive leave donated from employees either inside or outside of the Agency. There is no enrollment period for VLTP. There is also no limit on the amount of donated annual leave a leave recipient may receive from the leave donor(s). However, any unused donated leave must be returned to the leave donor(s) when the medical emergency ends.

Employees who wish to donate annual leave to a VLTP recipient must use OPM Form 630 A, "Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program," if donating to an EPA employee; or OPM Form 630B, if donating to an employee at another federal agency.

For more details on either program, please visit

Headquarters Work Schedules

Compressed Work Schedules (5-4/9 and 4-10) (fixed work schedules)

- Employee requests starting time (which determines stopping time) between 6am & 6pm; supervisor approves
- Fixed non-workday (compressed day off); must be the same day each week (4-10) or pay period (5-4/9)
 - For 4-10 schedule, non-workdays cannot be consecutive
- Employees must be in a work or leave status during core hours on duty days:
 - 9:30am - 2:30pm - AFGE
 - 9:30am - 3:30pm - NTEU employees
 - Non-bargaining unit employees do not have core hours
- Not eligible for credit hours

Regular & Regular with EPA Flexitime (fixed work schedules)

- Ten 8-hour days, basic 40 hour workweek, scheduled Monday-Friday
- Employee requests starting time (which determines stopping time) between 6am & 6pm; supervisor approves
- Employees must be in a work or leave status during core hours on duty days:
 - 9:30am - 2:30pm – AFGE employees
 - 9:30am - 3:30pm - NTEU employees
 - Non-bargaining unit employees do not have core hours
- Not eligible for credit hours

Flexitour Flexible Schedule

- Employee requests starting time (which determines stopping time) between 6am & 6pm, & supervisor approves, unless supervisor assigns regular night work. Once selected, starting & stopping times are fixed for three (3) months
- Employees must be in a work or leave status during core hours on duty days:
 - 9:30am - 2:30pm - AFGE and non-bargaining unit employees
 - 9:30am - 3:30pm - NTEU employees
- Eligible for credit hours

Headquarters Work Schedules

Gliding (“Daily Flexible”) Flexible Schedule

- Traditional 8 hours a day, 40 hours a week
- Employees may select a starting and stopping time each day
 - Selected starting & stopping times must be between 6am-6pm, unless supervisor assigns regular night work
- Daily flexible 120-minute time period
 - Employees can start work 60 minutes before or after scheduled start time without prior supervisory approval
 - For example, employee with approved start time of 8am can arrive as early as 7am and as late as 9am without being considered tardy
- Departure times are adjusted based on start time
- Employees must be in a work or leave status during core hours on duty days:
 - 9:30am - 2:30pm - AFGE and non-bargaining unit employees
 - 9:30am - 3:30pm - NTEU employees
 - For example, if the employee’s regular tour of duty begins at 9am, the latest the employee can arrive at work is 9:30am
- Eligible for credit hours

MAXIFLEX PILOT – HEADQUARTERS IMPLEMENTATION DATE -- TBD

Maxiflex Pilot (flexible schedule)

- Employees select their own schedule within agency approved limits.
- There is an 80-hour bi-weekly work requirement for full time employees rather than a daily or weekly work requirement.
- Permits employees to vary the number of hours worked each day and each week.
- Allows employees to complete the 80-hour work requirement in less than 10 workdays each pay period, and to earn credit hours for voluntary work performed in excess of 80 hours.
- The tour of duty is Monday through Friday, and may begin as early as 5:30 a.m. and end as late as 7:00 p.m.
- Employees may work up to a maximum of 11½ non-overtime hours in a single workday.

For more information, please visit:

Ex. 6 - Personal Privacy

Telework

Telework provides employees the opportunity to work at a place other than the regularly assigned work site such as their residence. Telework is a work arrangement that is discretionary on the part of management, and voluntary on the part of the employee. Participation in telework is **not** an employee right or entitlement and participation is governed by EPA Order 3110.32. Information on EPA's Telework policy, including how to apply for telework, teleworking tools, training and other information resources is available from EPA's telework "One Stop Shop" at this site:

Ex. 6 - Personal Privacy

There are three types of telework:

Regular telework is performed on a regular and recurring basis, on predetermined days each pay period. Regular telework may range from one day per pay period up to full time.

Episodic telework is appropriate for work assignments of specific, limited duration or that may occur intermittently. Employees must receive advance approval each time he or she wishes to telework.

Medical telework allows employees to continue working with a physician-certified medical condition, which does not affect the employee's ability to perform his or her regular work assignment at an alternate work location (AWL). This type of telework may be for the equivalent of full time, but is not intended to be a permanent arrangement and will normally not exceed three months.

Unscheduled telework is not scheduled in advance, but is performed when the agency announces changes to its operating status. This includes an early dismissal, delayed arrival or closure announced by OPM and the Federal Executive Board. Telework-ready employees may perform unscheduled telework if they are at an approved AWL and have portable work available. Unscheduled telework is not currently available to AFGE-represented employees. Regardless of the type of telework, employees must have an approved telework agreement in place.

Government Travel

FUNDAMENTALS OF GOVERNMENT TRAVEL FOR NEW EPA OFFICIALS

- Travel must be conducted in the most effective and efficient manner and then only when necessary to accomplish the purposes of the government. This usually means traveling by a direct route on a common carrier in coach.
- Employees traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Generally, travelers may not use premium accommodations and should never obtain unnecessary services or engage in lavish activities at the government's expense.
- Except in emergencies, travel must be authorized in writing in advance by an official at least one level above the traveler. The authorization includes the purposes, places, dates, conditions, limitations, and estimated costs of the travel, as well as accounting information.
- Use of the government sponsored, contractor-issued charge card is mandatory for all official travel related charges, unless there has been an exemption granted for non-use of the card. It can never be used for any personal expenses.

DO

- ✓ Obtain a user name and password by calling the E-Travel help desk (513-487-2346) to access Concur.
- ✓ Ensure a Travel Authorization is submitted and approved in Concur before traveling.
- ✓ Use your government travel card only for official travel expenses related to transportation, lodging, and other authorized travel costs.
- ✓ Reduce your meal per diem rate if a meal is included or paid for in advance by the government.
- ✓ Use Contract City Pair Fares and General Service Administration approved hotels when traveling on official business.
- ✓ Submit a Travel Voucher within 5 days after completion of trip.
- ✓ Keep copies of your receipts for up to 6 years after your trip for transportation tickets, lodging, rental car receipts and any expenses over \$75 in case you are audited.

DON'T

- X Use the Government issued travel card for personal use.
- X Forget your EPA Badge when on official travel.
- X Use federal funds to fly first class, rent a premium car, and/or spend federal dollars on lavish items.
- X Allow your travel card account to become delinquent. Delinquency occurs on the first day after the due date.
- X Obtain cash advances that exceed the authorized travel meals and incidentals (MI&E) per diem for the trip. Example: \$35.00 MI&E per diem x 5 days = \$175, the authorized amount.

Government Travel

Government Travel Card

The government-issued credit card may be used by the employee only for expenses incurred on official business (e.g., air or train fare, car rental, Uber/Lyft, hotel, meals, and cash advances needed for official travel). Use of a government travel card is restricted to the dates and purpose specified in the employee's approved travel authorization. The card is issued in the employee's name, and under no circumstances can it be used for personal expenses. Liability for payment is the employee's responsibility. Monthly bills must be paid in full. Making late payments could result in suspension and cancellation of the card as well as affect the employee's credit. Misuse of the government travel card could result in disciplinary actions.



To obtain your government-issued travel card, complete the [Travel Card application](#), [Travel Card MOU](#), and [GSA Travel Card Training](#). After completing the forms and training, send the signed application and MOU forms and your training completion certificate to CINWD_Travel@epa.gov. Please allow for up to 10 business days after submission of these materials to receive your card at the home address listed on your application. If your application needs to be expedited, please write "Expedite" on the top of your application form.

For frequently asked travel questions, please see

Ex. 6 - Personal Privacy

Domestic Travel Authorization

Concur is EPA's automated travel processing system. Employees access the system directly from their computer, prepare Travel Authorizations (TA) for official business, and route them electronically to their supervisor and funds officer. After completion of the travel, employees update their TA for expenses incurred, and send the voucher for reimbursement electronically to their supervisor for approval. After approval, payment may be applied directly towards the government credit card with any remaining funds deposited directly into the employee's designated bank account.

How to Access Concur

To access, go to the [Concur login page](#).

Register: First-time users must fill out the [Traveler ID form](#) and e-mail it to CINWD_Travel@epa.gov. A User Id and password will be sent within one business day to access Concur. Users can then go to the Concur login page and sign-in where you will be prompted to enter a new password.

For log-in issues, please contact the EPA Travel Center Helpdesk at 513-487-2346.

International Travel

EPA's Office of International and Tribal Affairs (OITA) coordinates with the Department of State to clear proposed international travel by U.S. EPA employees. In order to travel outside of the United States on official business, travelers must submit an electronic International Travel Plan through the FIAT database. The ITP will route through your office to OITA, which will seek travel clearance from the U.S. Embassy in each country listed on the ITP.

Steps for International Travel

- Complete a travel authorization in Concur
- Contact your Office's or Region's International Travel Coordinator **Ex. 6 - Personal Privacy** for assistance in completing and routing your ITP. Your ITP must be received in OITA at least 21 calendar days prior to your scheduled date of departure.
- Contact OITA to obtain an official passport and for assistance with visas (if required).
- Prepare and submit your travel voucher within 5 business days of the conclusion of your trip.
- Submit a trip report (through FIAT) within 15 days of returning from international travel.



Passports

OITA's International Travel Office can assist you with applying for a new official passport or with renewing your current official passport. Information on the application/renewal process is available on OITA's intranet site:

Ex. 6 - Personal Privacy

Applications for official passports or for passport renewals must be submitted at least 30 business days in advance of your scheduled date of departure.

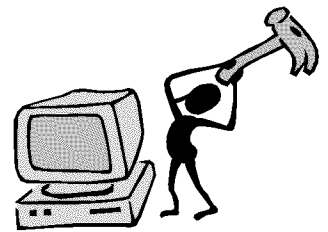
Note: OITA is prohibited from processing applications for personal passports or assisting with any arrangements for personal travel.

Visa Requirements

A visa is an official authorization permitting entry to and travel within a foreign country. Countries that don't require a visa for personal travel may require one for official travel. Information on visa requirements is available on OITA's intranet site:

Ex. 6 - Personal Privacy

Personal Use of Government Equipment Policy



The Environmental Protection Agency's intent in authorizing limited personal use of Government office equipment is to provide you with a professional and supportive work environment while meeting taxpayer expectations that tax dollars will be spent wisely. By authorizing this policy, EPA assumes that you are a responsible individual, capable of balancing this privilege with the expectations of American taxpayers. It also recognizes the importance of implementing this policy in a consistent and equitable manner based on available resources. For more information see:

Ex. 6 - Personal Privacy

EPA's Phone Service

Voice over Internet Protocol (VoIP) is the integrated phone system for EPA. Voice messaging gives you the ability to communicate effectively with one person or many from any touchtone telephone 24 hours a day. The faster you become familiar with EPA's voice mail system, the sooner you can put it to work for you.

We suggest you follow these steps to set up your voice-mail system and to establish your personal greeting:

- A. Dial the appropriate voice mail access telephone number: **9-250-8700 (Federal Triangle) or 9-308-8828 (Potomac Yards)**
- B. Enter your temporary password: (*Telecommunications/Voice Services will issue you a temporary password.*) Enter a permanent password (create a new password using 4 to 15 digits and no special characters)
- C. Record your first and last name.
- D. Record a personal greeting, example: *"You have reached the desk of Sally Martin. Today is Friday, July 31st. I will be in the office until 5 p.m. Please leave a detailed message and I will return your call as soon as possible. For further assistance please press 0 for an operator. Thank you."*
- E. Hang up and verify the changes submitted dialing your voice-mail number (At the office: seven digits number or press the "Voice-Mail" key on the desk phone menu; Outside the Office: ten digits number)

For more information, including access to a quick reference guide:

EPA Help Desk
(866) 411-4372 (4EPA)
the TDD number is (866) 489-4900
or visit

Ex. 6 - Personal Privacy

Forwarding Calls –

- A. Activate the Call Forwarding Feature by using the Page Right feature on the phone.
- B. Press the Line/Feature button adjacent to the Call Forwarding field on the top right of your display.
- C. After you hear a dial tone, dial the number to which you want to forward the call. If the call is an outside line, you must first dial '9'
- D. You should hear a confirmation tone, consisting of 3 short tones, notifying you that the number was entered correctly.
- E. Once you have completed this process, you will need to deactivate by pressing the Line Feature button adjacent to the Call Forwarding field.

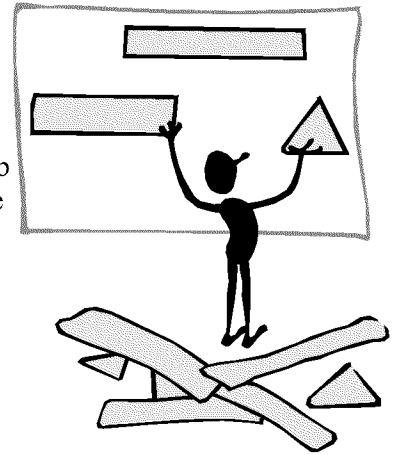
Standard Features

Max. Greeting Length (seconds)
Max. Message Length (minutes):
Max. Number of Messages:
Max. Number of Future Messages:
Days New Messages Kept:
Days Saved Messages Kept:
Future Delivery Up To (days):
Number of Group Distribution Lists:
Number of Destinations Per List:



Reasonable Accommodation

Reasonable Accommodation is a change to the work environment or to the way things are usually done that enables an individual with a disability who is qualified to apply for employment, perform the essential functions of a job and to enjoy equal benefits/privileges of employment. Accommodations are determined using an individualized assessment on a case-by-case basis. Generally, the employee or application is responsible for requesting a reasonable accommodation. EPA National Accommodation Procedures and video training module are available at:



Ex. 6 - Personal Privacy

For more information regarding applications and procedures, contact the National Reasonable Accommodation Coordinator in the Office of Civil Rights, Amanda Sweda at (202)-566-0678.

Employee Counseling and Assistance Program (ECAP)

In the course of our lives, each of us may experience periods of stress, sadness, or loss. This is a normal part of the human condition, however it often helps to talk with a neutral third party. That help is available at the EPA through ECAP.

Our professional, certified counselors offer confidential counseling and referral services. They can help when you are experiencing personal or work-related difficulties, which may affect your work performance or personal effectiveness.

To contact your employee assistance coordinator, please visit

Ex. 6 - Personal Privacy

For more information on ECAP, please visit

Ex. 6 - Personal Privacy

Workplace Solutions – Building a Better Workplace

This staff helps employees and managers prevent and resolve workplace disputes in a balanced, quick, and confidential way. The staff is specially trained to provide a full range of services, including informal consultation, mediation, awareness training, and outreach.

Through Workplace Solutions, you will talk to an understanding, impartial, skilled professional who will help you effectively handle workplace conflicts and prevent future disputes. For more information, contact Barbara Viney at 202-564-7972.

Headquarters Facilities and Operations

This section outlines the most common services provided at Headquarters. It also lists emergency plans for Headquarters.

***TO UTILIZE HYPERLINKS WHILE USING
THE DOCUMENT IN POWERPOINT:***

Place your mouse over the link.

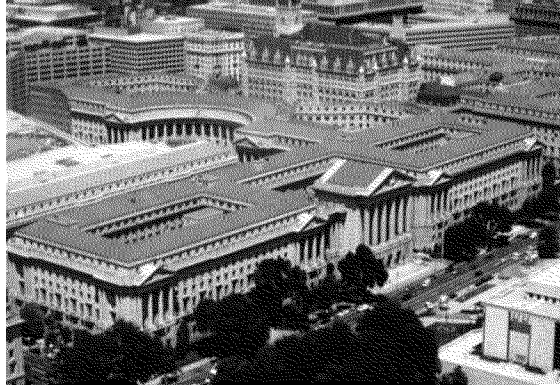
Right click to open menu

Left click on "Open Hyperlink"

Headquarters Building Locations

Name	Address
WASHINGTON SITES – FEDERAL TRIANGLE	
William Jefferson Clinton North and South	1200 Pennsylvania Avenue, NW Washington, D.C. 20004
EPA East	1201 Constitution Avenue, NW Washington, D.C. 20004
EPA West	1301 Constitution Avenue, NW Washington, D.C. 20004
Ronald Reagan Building	1300 Pennsylvania Avenue, NW Washington, D.C. 20004
VIRGINIA SITE – POTOMAC YARD	
One Potomac Yard	2777 Crystal Drive Arlington, VA 22202

Headquarters Maps



EPA headquarters is comprised of offices at Federal Triangle and Potomac Yard. The five buildings located at Federal Triangle are WJC North, WJC South, EPA Building East, EPA Building West and the Ronald Reagan Building.

Federal Triangle is located in the area between 12th and 14th Streets, and on the north and south block between Constitution and Pennsylvania Avenues. A shuttle bus provides transportation between DC and the Potomac Yard location and the schedule is located on the EPA intranet.

The next three slides provide maps and information about the Federal Triangle Complex

Page 27 – Names, hours and locations of EPA entrances

Page 28 --- Federal Triangle ground level map

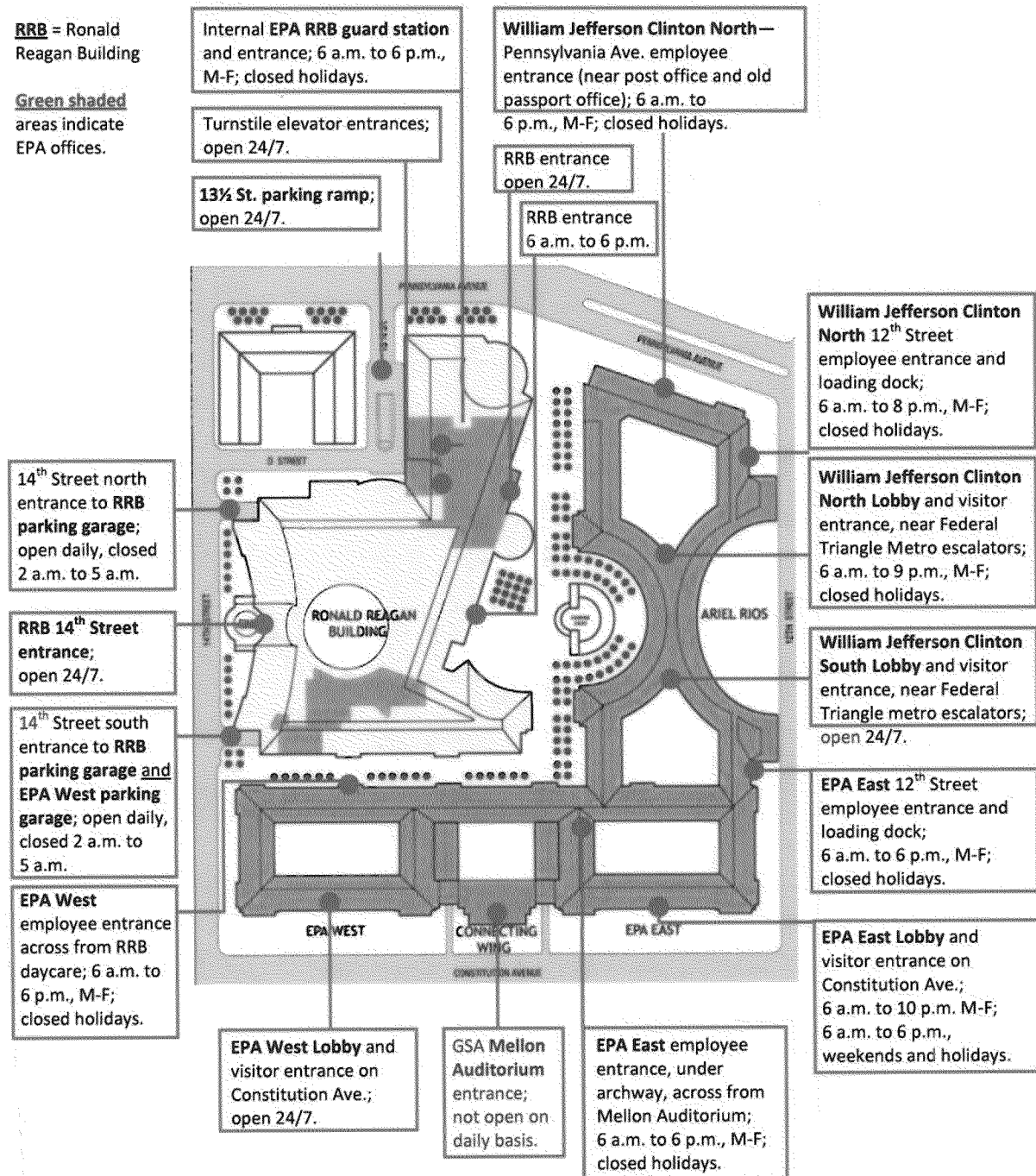
Page 29 -- Internal circulation between buildings

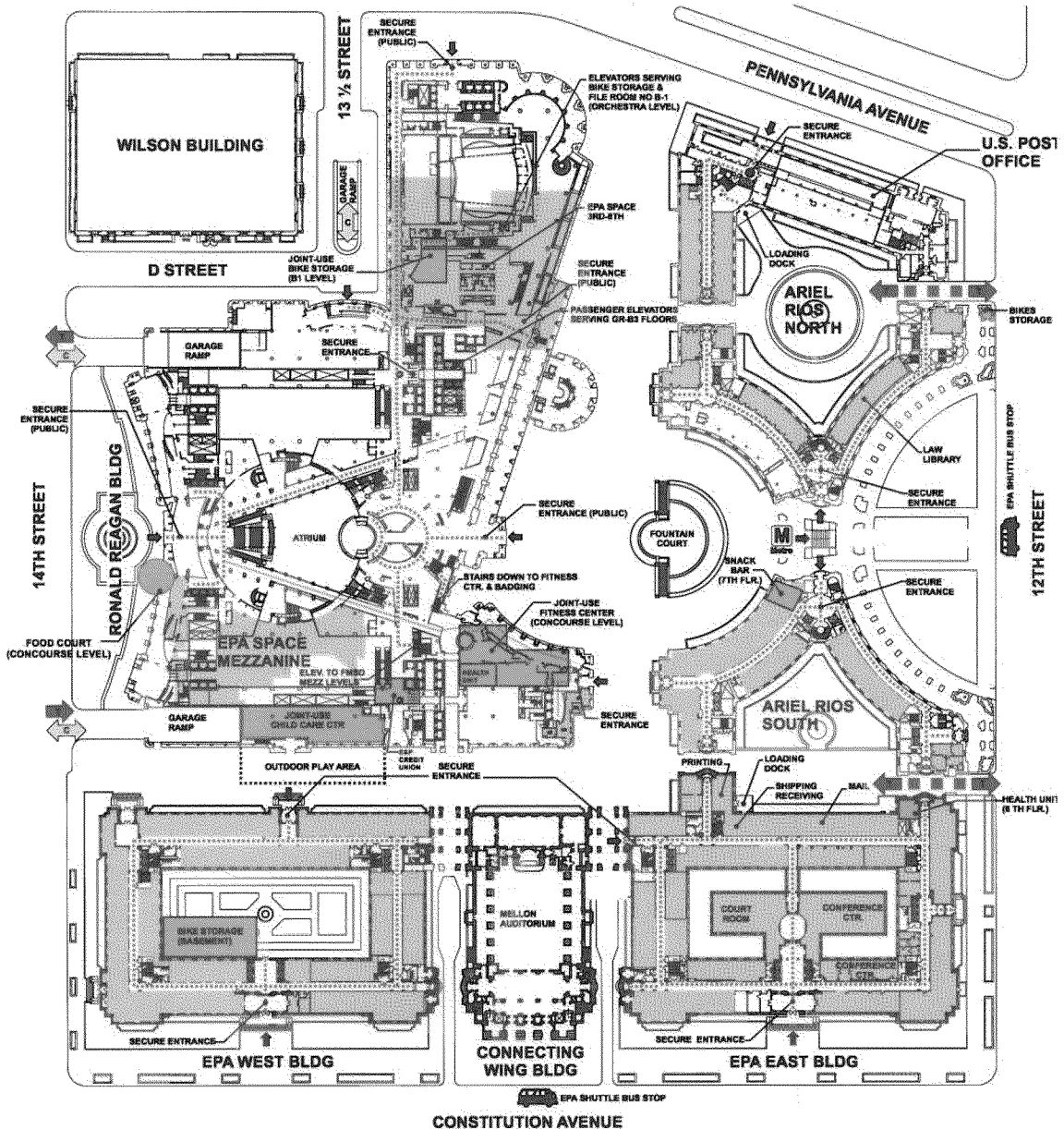
Page 30 – Amenities and services

Names and Locations of EPA Headquarters Entrances

RRB = Ronald Reagan Building

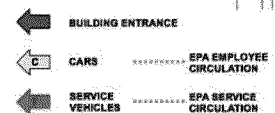
Green shaded areas indicate EPA offices.

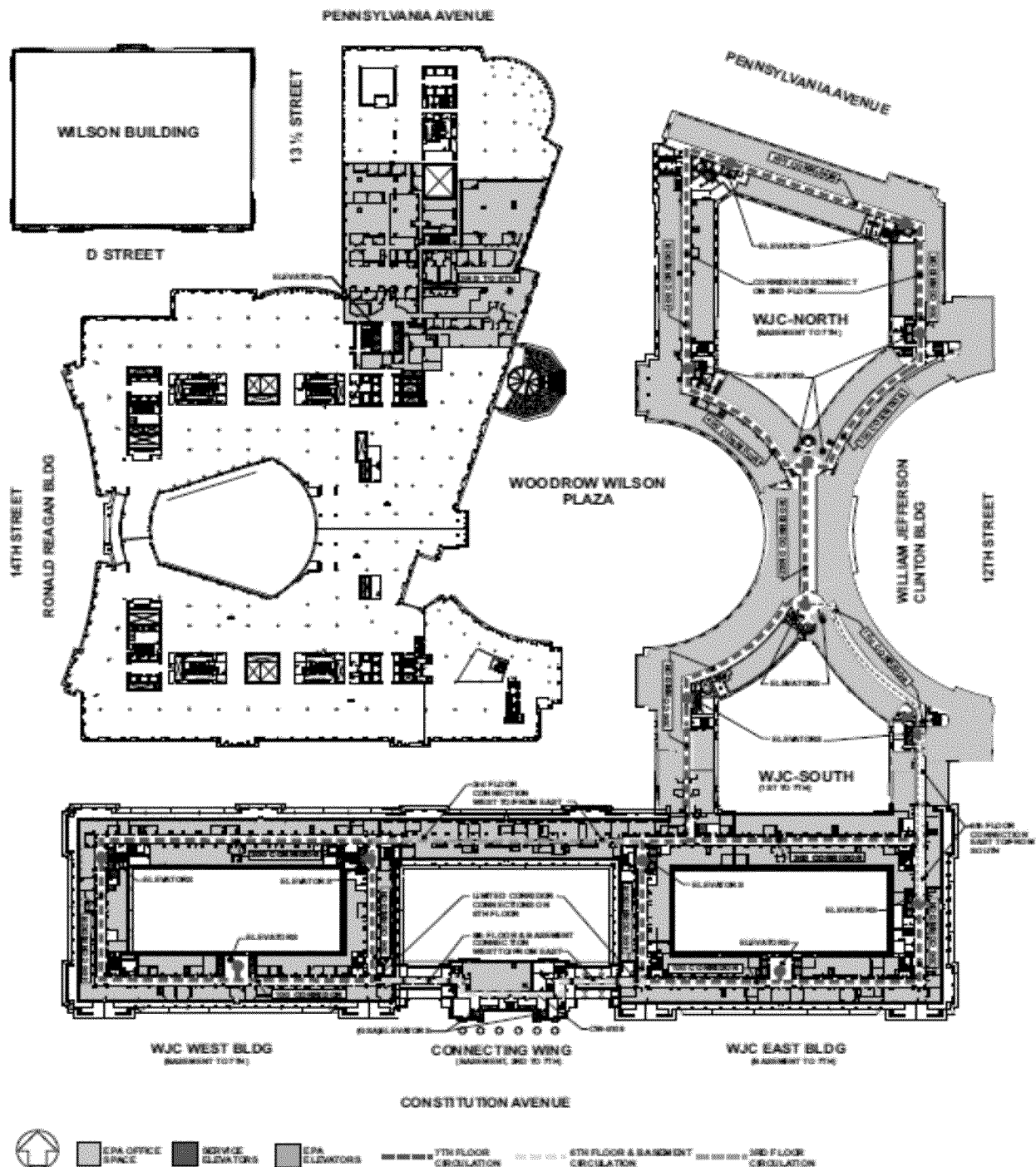




OCTOBER 2012

FEDERAL TRIANGLE COMPLEX

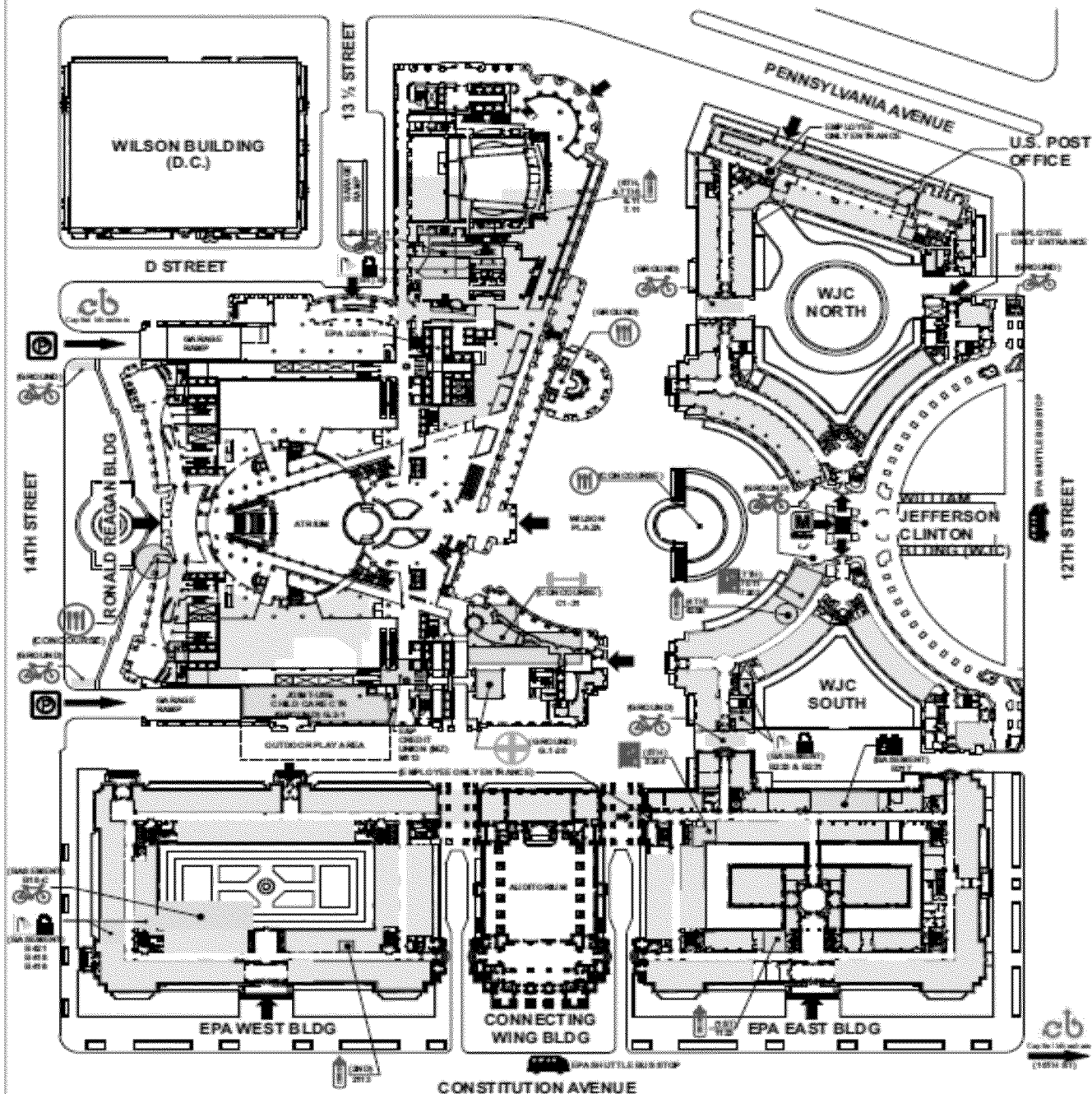




WJC FEDERAL TRIANGLE CAMPUS PLAN

Sept. 2016

EPA AMENITIES & SERVICES



FEDERAL TRIANGLE CAMPUS

SEPTEMBER 2016



Headquarters Occupant Emergency Plan (OEP)

Ambulance – Fire – Police: Call 911

An OEP is a short-term, emergency response plan that outlines procedures for safeguarding EPA employees, contractors, visitors, and government property during emergencies. OEPs detail critical emergency response information specific to each HQ building, including roles and responsibilities of emergency team members, key emergency contacts, evacuation and shelter-in-place procedures, assembly area locations, and procedures for various emergency situations. As part of the OEP, all employees should take ownership of their workplace safety by becoming familiar with their evacuation routes, exits, and stairwells. Employees also should familiarize themselves with the nearest fire pull stations, fire extinguishers, and defibrillators. Should the alarm sound, employees must immediately exit the building and proceed to their designated OEP area. Employees will receive an “all clear” from the OEP Team when it is safe to reenter the building.

If you need assistance evacuating the building, please go to the closest pantry and call for assistance using the red emergency phone. If you are outside your office, seek the nearest office and follow their OEP.

The OEP has two newly updated resources to help you prepare for and respond to emergencies:

- The EPA Headquarters Emergency Preparedness Guide
- Building-Specific Pocket Evaluation Cards.

The preparedness guide is full of information on a wide range of emergency events as well as procedures for people needing assistance. The evacuation cards highlight assembly areas and emergency contact information. You can access this information online at: <http://intranet.epa.gov/oas/smd/index.htm>

Shelter-In-Place (SIP) is a short-term response that allows individuals to remain inside the building when immediate evacuation is not appropriate. SIP is voluntary, unless specifically mandated by a law enforcement or public health authority. Specific response actions will vary by incident type and building design, and will be driven by local authorities, including fire, police, and/or health department.

If you are notified of an emergency and it is recommended that you remain in the building:

- Remain calm and follow the instructions of the OEP Team.
- Do not use elevators or stairs to travel between floors and do not attempt to leave the building.
- Turn off personal fans/heaters to eliminate air-flow and, if applicable, close all windows and blinds.
- Move away from windows.
- Remain on your floor at your workstation unless you are instructed to proceed to your designated SIP Assembly Area.

For the bomb threat checklist, please visit:

Ex. 6 - Personal Privacy

For the suspicious mail procedure, please visit:

Ex. 6 - Personal Privacy

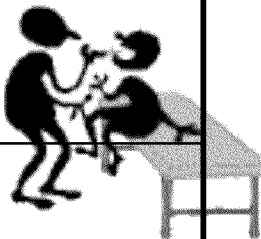
For more information regarding the OEP, please visit:

Ex. 6 - Personal Privacy

You also may contact the Headquarters OEP Coordinator at (202) 564-1916.

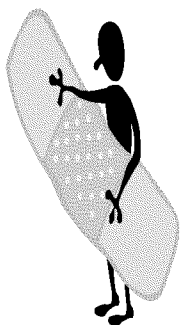
Health Units

EPA's Health Units provide a range of services including physician prescribed treatments, immunizations, health education programs, health screening programs, classes, and individualized health counseling.

<p>Ronald Reagan Building Health Unit Room Number: G1-20 Telephone: (202) 565-1940 Monday-Friday Hours: 8:00 am - 4:30 pm</p>	
<p>Potomac Yard Health Unit Room Number: S-1400 Telephone: (703) 308-8574 Monday-Friday Hours: 8:00 am – 4:00 pm Emergency Only 4:00 pm - 4:30pm</p>	

For emergencies, call 911 before contacting the health unit. For non-emergencies outside the health unit's hours, please contact your personal physician.

AUTOMATED EXTERNAL DEFIBRILLATORS



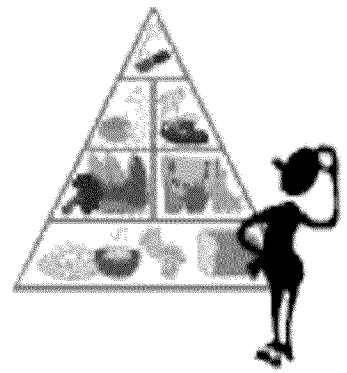
Automated external defibrillators are portable devices that deliver an electric shock to halt sudden cardiac arrest and restore a normal heart rhythm. They are located beneath "**FIRST AID/AED**" signs on hallway walls.

Can't find the one nearest you? For locations, visit:

Ex. 6 - Personal Privacy

Get trained. The Office of Administrative Services, Safety, Health and Environmental Management Division sponsors automated external defibrillator cardiopulmonary resuscitation, first aid, emergency oxygen administration, and blood pathogens training for new responders and responders who need recertification. To learn more about this life saving program or to register for a class, please call (202) 564-1640.

Know which of your co-workers are certified to operate the AED units? Make sure your office posts either the location of the nearest AED unit or the name, work/cell phone numbers, and office location for each certified responder at a central location. Keep the information up-to-date.



Snack Bars and Pantries

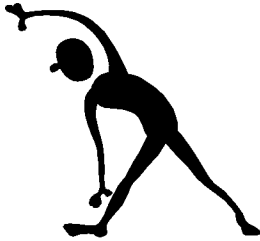
Snack bars are located on the 7th floor of WJC South, and the 5th floor of EPA East. Adjacent to the 7th floor WJC South snack bar are vending machines and seating area, which is accessible 24 hours a day, 7 days a week. The snack bars are open from 7:00 am - 3:30 pm, Monday through Friday.

There are pantries located on each floor of every headquarters building. Each one includes a refrigerator, a microwave, and a sink. For the pantry nearest you, please ask your supervisor.

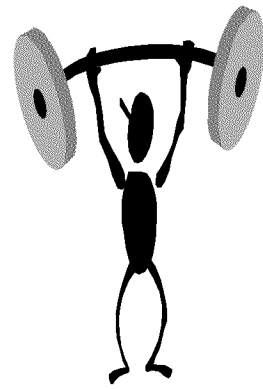
Daycare Services

The Triangle Tots Child Development Center is a non-profit organization designed for three-month to six-year-old children. It is fully accredited by the National Association for the Education of Young Children. The EPA is one of three federal sponsors of this facility (the others are US AID and Customs). The center is located on the south-end, ground floor of the Ronald Reagan Building, and their hours of operations are 7:00 am to 6:00 pm, Monday through Friday. For more information or questions about the availability of daycare scholarships, please contact the director at (202) 565-3018.





Fitness Centers



The EPA Fitness Centers are located in the Ronald Reagan Building ((202) 565-1930 and Potomac Yard (703) 308-8921). Both facilities follow the guidelines of the American College of Sports Medicine, and are available for use by EPA employees. Gym fees are on a sliding scale based on grade level, and can be paid annually or in installments. Membership applications are available at each Fitness Center or online at:

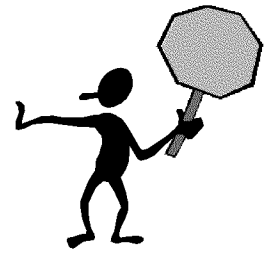
Ex. 6 - Personal Privacy

Transportation



- **Commuter Options:** Ex. 6 - Personal Privacy
- **Shuttle Bus Service** is provided by the agency for transportation between EPA buildings. For a shuttle bus schedule, go to Ex. 6 - Personal Privacy. For disabled employees needing transportation or to check on delays or report problems, please contact Transportation Management at (202) 564-7737.
- **Bicycle Parking** is available for approximately 250 bicycles at WJC, the Ronald Reagan Building, and the satellite office buildings. Bicycle parking facilities include secured bike cages, lockers, and bike racks. For more information, please contact the EPA Facilities Operations and Transportation Staff at (202)-564-7737 or visit:
Ex. 6 - Personal Privacy
- **The Transit Subsidy Program** is managed by the Facilities Operations and Transportation Staff, and offers a benefit each month, based on the availability of funds, number of participants, and the actual cost to commute via public transportation. Grantees and contractors are not permitted to participate in this program. Applications are available by calling (202) 564-1368.
- **Parking, Carpool and Ride Share** information is available at:
Ex. 6 - Personal Privacy. You also may call the EPA Facilities Operations and Transportation Staff at (202) 564-7737.

Parking



Commercial Parking Facilities Near Federal Triangle

**This list is for information purposes only and is not an
endorsement of any parking garage**

EPA partners with International Trade Center Management only

Name	Location and Hours	Telephone Number(s)
International Trade Center Management	1300 Pennsylvania Ave, NW 5:00 am – 2:00 am	(202) 312-1317
Quick Park	1331 Pennsylvania Ave, NW 7:00 am – midnight	(202) 393-3650 (202) 393-1999
Parking Management, Inc. (PMI)	1220 E St, NW (between 12 th and 13 th St) 7:00 am – midnight, M-Sa	(202) 785-9191 EXT. 370
Colonial	1331 F St, NW 7:00 am – 7:00 pm	(202) 295-8100
Colonial	601 Pennsylvania Ave, NW 7:00 am – midnight, M-F	(202) 295-8100
Colonial	1201 Pennsylvania Ave, NW 7:00 am – 7:00 pm	(202) 295-8100

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Allen, Reginald
Sent: Tue 3/7/2017 3:03:34 PM
Subject: Re:

Will do

Reginald E. Allen, SES

Director, Administrative and Executive Services

Office of the Administrator

U.S. Environmental Protection Agency

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

On Mar 7, 2017, at 9:45 AM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Can you help me ensure flights in Houston are set?

The Administrator prefers Delta. However he likes flying American and SW as well. Any of those three carriers which gets us where we need to be in the most efficient amount of time is what he wants to do.

I know everyone is working to ensure he's content and that's happening. I thought which would clarify his expectations for the travel team, Gail, etc.

Ryan Jackson
Chief of Staff
U.S. EPA
(202) 564-6999

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 4/28/2017 2:21:42 AM
To: Jackson, Ryan [jackson.ryan@epa.gov]
CC: Flynn, Mike [Flynn.Mike@epa.gov]; Bloom, David [Bloom.David@epa.gov]; Greaves, Holly [greaves.holly@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: Re: Parking

We can do that. I should have included that

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

On Apr 27, 2017, at 7:32 PM, Jackson, Ryan <jackson.ryan@epa.gov> wrote:

Thank you. I'm interested in ensuring I understand the alternative.

From: Vizian, Donna
Sent: Thursday, April 27, 2017 5:08 PM
To: Jackson, Ryan <jackson.ryan@epa.gov>; Flynn, Mike <Flynn.Mike@epa.gov>
Cc: Bloom, David <Bloom.David@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Parking

Hi Ryan,

I am getting back to you on the parking question. You asked what can we do to assess the parking situation as a taxable benefit rather than just cutting it off altogether? That is the principal issue at hand.

We explored a number of questions last year on parking. I have included the full set of questions and answers below for your reference.

On the tax question, we are not required to withhold taxes unless it is over the maximum allowable exclusion (see #1). OCFO is researching if we can withhold taxes if it is under the maximum. David or I will get back to you on this issue. Please keep in mind that we would not achieve any cost savings – the Agency would still be using its rent funds. It would also require us to use our staff to manage the program.

I would like to offer an alternative.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have any questions.

Best,

Donna

From: Noga, Vaughn
Sent: Thursday, April 27, 2017 8:22 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Parking Benefits

From: Sisson, Ann

Sent: Wednesday, March 09, 2016 12:46 PM

To: Showman, John <Showman.John@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Petrole, Maryann <Petrole.Maryann@epa.gov>

Cc: Packard, Elise <Packard.Elise@epa.gov>; Talbert-Duarte, Angelia <talbert-duarte.angelia@epa.gov>

Subject: Parking Benefits

Following up on our recent meeting regarding parking benefits, OGC prepared the following Q&As to address the questions that came up. We also coordinated with the IRS Chief Counsel's Office to make sure they concurred with our interpretation of the Internal Revenue Code and regulations (which they did). Please let us know if you have any questions about the below responses and/or any additional questions. Thanks.

Ex. 5 - Attorney Client

Ex. 5 - Attorney Client

Ann Sisson
U.S. EPA Office of General Counsel
1200 Pennsylvania Avenue, NW (Mail Code 2399A)
Washington, D.C. 20460
202-564-5469

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Dravis, Samantha
Sent: Wed 3/1/2017 7:14:14 PM
Subject: FW: David & George

Ex. 2

-----Original Message-----

From: Kenny, Shannon
Sent: Wednesday, March 1, 2017 1:55 PM
To: Dravis, Samantha <dravis.samantha@epa.gov>
Subject: David & George

Hi, could you send a quick note to Ryan letting him know you need 2 adjacent offices on 3300 corridor.
I've let Reggie know but he is looking to Ryan for direction/validation.
Thanks!
Shannon

Sent from my iPhone

Cc: Knapp, Kristien[Knapp.Kristien@epa.gov]
To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Reeder, John
Sent: Tue 4/18/2017 7:09:36 PM
Subject: Please say

You are ok with approving petition for reconsidering fugitive emission monitoring for oil/gas new sources? Package is ready. Mandy has ok'd and wants it out today.

Sent from my iPhone

Begin forwarded message:

From: "Knapp, Kristien" <Knapp.Kristien@epa.gov>
Date: April 18, 2017 at 3:02:53 PM EDT
To: "Reeder, John" <Reeder.John@epa.gov>
Subject: Fwd: OOOOa letter

Sent from my iPhone

Begin forwarded message:

From: "Knapp, Kristien" <Knapp.Kristien@epa.gov>
Date: April 18, 2017 at 2:50:09 PM EDT
To: "Jackson, Ryan" <jackson.ryan@epa.gov>
Cc: "Gunasekara, Mandy" <Gunasekara.Mandy@epa.gov>
Subject: Fwd: OOOOa letter

Ryan - I have this letter all set and ready for you to sign off but Sharnett says you are unavailable. Would you like to authorize autopen?

Mandy has approved and worked with everyone to organize the rollout for today.

Sent from my iPhone

Begin forwarded message:

From: "Gunasekara, Mandy" <Gunasekara.Mandy@epa.gov>
Date: April 18, 2017 at 9:58:31 AM EDT
To: "Cyran, Carissa" <Cyran.Carissa@epa.gov>, "Dunham, Sarah" <Dunham.Sarah@epa.gov>, "Schmidt, Lorie" <Schmidt.Lorie@epa.gov>, "Fotouhi, David" <fotouhi.david@epa.gov>, "Atkinson, Emily" <Atkinson.Emily@epa.gov>
Cc: "Lewis, Josh" <Lewis.Josh@epa.gov>, "Zenick, Elliott" <Zenick.Elliott@epa.gov>, "Branning, Amy" <Branning.Amy@epa.gov>, "Mills, Derek" <Mills.Derek@epa.gov>, "Page, Steve" <Page.Steve@epa.gov>, "Tsirigotis, Peter" <Tsirigotis.Peter@epa.gov>, "Knapp, Kristien" <Knapp.Kristien@epa.gov>
Subject: RE: OOOOa letter

Great!

From: Cyran, Carissa
Sent: Tuesday, April 18, 2017 9:58 AM
To: Dunham, Sarah <Dunham.Sarah@epa.gov>; Gunasekara, Mandy <Gunasekara.Mandy@epa.gov>; Schmidt, Lorie <Schmidt.Lorie@epa.gov>; Fotouhi, David <fotouhi.david@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>
Cc: Lewis, Josh <Lewis.Josh@epa.gov>; Zenick, Elliott <Zenick.Elliott@epa.gov>; Branning, Amy <Branning.Amy@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>; Page, Steve <Page.Steve@epa.gov>; Tsirigotis, Peter <Tsirigotis.Peter@epa.gov>; Knapp, Kristien <Knapp.Kristien@epa.gov>
Subject: RE: OOOOa letter

OAR's correspondence staff is working on formatting and moving the letter now.

From: Dunham, Sarah
Sent: Tuesday, April 18, 2017 9:50 AM
To: Gunasekara, Mandy <Gunasekara.Mandy@epa.gov>; Schmidt, Lorie <Schmidt.Lorie@epa.gov>; Fotouhi, David <fotouhi.david@epa.gov>; Cyran, Carissa <Cyran.Carissa@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>
Cc: Lewis, Josh <Lewis.Josh@epa.gov>; Zenick, Elliott <Zenick.Elliott@epa.gov>; Branning, Amy <Branning.Amy@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>; Page, Steve <Page.Steve@epa.gov>; Tsirigotis, Peter <Tsirigotis.Peter@epa.gov>; Knapp, Kristien <Knapp.Kristien@epa.gov>
Subject: RE: OOOOa letter

We will send it through the system. Also copying Kristien to help work it through the Administrator's office, and help get us a signed copy back.

From: Gunasekara, Mandy
Sent: Tuesday, April 18, 2017 9:46 AM
To: Schmidt, Lorie <Schmidt.Lorie@epa.gov>; Fotouhi, David <fotouhi.david@epa.gov>; Cyran, Carissa <Cyran.Carissa@epa.gov>; Atkinson, Emily <Atkinson.Emily@epa.gov>
Cc: Dunham, Sarah <Dunham.Sarah@epa.gov>; Lewis, Josh <Lewis.Josh@epa.gov>; Zenick, Elliott <Zenick.Elliott@epa.gov>; Branning, Amy <Branning.Amy@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>
Subject: RE: OOOOa letter

Since Josh is out, I'm looping in Carissa and Emily for help.

From: Schmidt, Lorie
Sent: Tuesday, April 18, 2017 9:43 AM
To: Gunasekara, Mandy <Gunasekara.Mandy@epa.gov>; Fotouhi, David <fotouhi.david@epa.gov>
Cc: Dunham, Sarah <Dunham.Sarah@epa.gov>; Lewis, Josh <Lewis.Josh@epa.gov>; Zenick, Elliott <Zenick.Elliott@epa.gov>; Branning, Amy <Branning.Amy@epa.gov>; Mills, Derek <Mills.Derek@epa.gov>
Subject: RE: OOOOa letter

Sarah and Josh – I assume OAR (not OGC) will process this.

When you get a signed version, could you please send it to me so that we can send it to DOJ and the litigants?

Thanks

Lorie

Lorie Schmidt
Associate General Counsel, Air and Radiation

Office of General Counsel
US Environmental Protection Agency
(202)564-1681

From: Gunasekara, Mandy

Sent: Tuesday, April 18, 2017 9:37 AM

To: Schmidt, Lorie <Schmidt.Lorie@epa.gov>; Fotouhi, David <fotouhi.david@epa.gov>

Cc: Dunham, Sarah <Dunham.Sarah@epa.gov>; Lewis, Josh <Lewis.Josh@epa.gov>

Subject: OOOOa letter

This is good to go. I didn't make any additional edits. Will it be ready to be sent today and published on the website?

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Reeder, John
Sent: Mon 4/10/2017 7:18:28 PM
Subject: FW: Follow up re/ fellow

Ryan,

This will work out, but they (OP) had to start from scratch, after Mae got herself committed to a person that could not be legally sent to the hill.

Ex. 2/ Ex. 5-DPP

Just give me until the end of the week.

JReeder
564 6082

-----Original Message-----

From: Stevens, Mae (Cardin) [mailto:Mae_Stevens@cardin.senate.gov]
Sent: Monday, April 10, 2017 3:12 PM
To: Reeder, John <Reeder.John@epa.gov>
Cc: Lynch, Chris (Cardin) <Chris_Lynch@cardin.senate.gov>; Jackson, Ryan <jackson.ryan@epa.gov>
Subject: RE: Follow up re/ fellow

Hey! just checking in again on this. I bet Ryan can help with moving the traps along if needed :-)

also Ryan: I heard you hired my upstairs neighbor JP Freire for your comms team! I don't know whether he's good at comms but he's an excellent neighbor so I'm sure he will be an excellent colleague!

Let me know if you need anything from me, would like to get this resolved asap.
Thanks,
Mae

Mae Stevens
Policy Advisor
Sen. Ben Cardin
509 Hart
202-224-4524

-----Original Message-----

From: Reeder, John [mailto:Reeder.John@epa.gov]
Sent: Thursday, March 30, 2017 10:56 AM
To: Stevens, Mae (Cardin) <Mae_Stevens@cardin.senate.gov>
Cc: Lynch, Chris (Cardin) <Chris_Lynch@cardin.senate.gov>; Jackson, Ryan <jackson.ryan@epa.gov>
Subject: RE: Follow up re/ fellow

Mae,
Yes, we will have a very good staffer for this. I have to run thru some traps, but not a long delay. Just give me a couple days to give you specifics. Ok?
JReeder

-----Original Message-----

From: Stevens, Mae (Cardin) [mailto:Mae_Stevens@cardin.senate.gov]
Sent: Thursday, March 30, 2017 10:53 AM
To: Reeder, John <Reeder.John@epa.gov>
Cc: Lynch, Chris (Cardin) <Chris_Lynch@cardin.senate.gov>; Jackson, Ryan <jackson.ryan@epa.gov>
Subject: RE: Follow up re/ fellow

Hey John!

I just wanted to check in on this. any luck finding someone? we have a lot of good projects for them to work on! and thank you, Ryan, for checking in the other day as well.

Thanks,
Mae

Mae Stevens
Policy Advisor
Sen. Ben Cardin
509 Hart
202-224-4524

-----Original Message-----

From: Stevens, Mae (Cardin)
Sent: Friday, March 17, 2017 3:57 PM
To: 'Reeder, John' <Reeder.John@epa.gov>
Cc: Lynch, Chris (Cardin) <Chris_Lynch@cardin.senate.gov>
Subject: RE: Follow up re/ fellow

Hey John,
Sorry for the delayed response. I'm sure you were even busier on Budget Day than we were!

Here is a synopsis:

Senator Cardin, a senior Democrat on the Environment and Public Works Committee, seeks a detailee to help with his responsibilities as the Ranking Member on EPW's Transportation and Infrastructure subcommittee.

Description of Assignment(s) and Required Qualifications:

Senator Cardin is seeing a detailee with expertise in any of the following areas: Transportation, Federal Highway Administration, Water Resources Development Act (WRDA) and water infrastructure. Maryland ties also a plus, but not required.

Length of detail: prefer a minimum of 9 months

Additional Information:

The successful candidate will be treated as a full member of the team, working directly with senior staff. They will be expected to craft policy, advise and staff the Senator, write talking points and fact sheets, and represent the Senator in meetings with stakeholders, constituents, and other Senate offices.

Thank you so much for your help with this! Do you have an idea of the timing?
Mae

-----Original Message-----

From: Reeder, John [mailto:Reeder.John@epa.gov]
Sent: Thursday, March 16, 2017 9:03 AM
To: Stevens, Mae (Cardin) <Mae_Stevens@cardin.senate.gov>
Cc: Lynch, Chris (Cardin) <Chris_Lynch@cardin.senate.gov>
Subject: RE: Follow up re/ fellow

Mae,

I'm now exploring whether we can support a regular employee, perhaps a PMF. The contract for ORISE fellows is very clear....we cannot find a plausible way for them to work outside of EPA.

Did you have something in writing about the work that you were hoping to accomplish with the fellow? That would be helpful as we work thru an alternative.

Thank you.

JReeder
202 564 6082

-----Original Message-----

From: Stevens, Mae (Cardin) [mailto:Mae_Stevens@cardin.senate.gov]
Sent: Friday, March 10, 2017 10:07 AM
To: Reeder, John <Reeder.John@epa.gov>
Cc: Lynch, Chris (Cardin) <Chris_Lynch@cardin.senate.gov>
Subject: RE: Follow up re/ fellow

excellent! I've been in meetings and am going back in but I have a short window at noon. can I give you a call then?

Thanks!

Mae

-----Original Message-----

From: Reeder, John [mailto:Reeder.John@epa.gov]
Sent: Thursday, March 09, 2017 8:31 PM
To: Stevens, Mae (Cardin) <Mae_Stevens@cardin.senate.gov>
Cc: Lynch, Chris (Cardin) <Chris_Lynch@cardin.senate.gov>
Subject: Re: Follow up re/ fellow

Mae, I'm ready to follow up tomorrow and see what can be worked out.

Thanks

JReeder

Sent from my iPhone

> On Mar 6, 2017, at 6:01 PM, Stevens, Mae (Cardin) <Mae_Stevens@cardin.senate.gov> wrote:

>

> John,

> Thanks so much for speaking with me just now. Please let me know if you need anything in the next couple days as you investigate.

> Talk soon,

> Mae

>

> Mae Stevens
> Policy Advisor
> Sen. Ben Cardin
> 509 Hart
> 202-224-4524

>
>
>
>

> -----Original Message-----

> From: Stevens, Mae (Cardin)
> Sent: Monday, March 06, 2017 4:48 PM
> To: 'Reeder, John' <Reeder.John@epa.gov>
> Cc: Lynch, Chris (Cardin) <Chris_Lynch@cardin.senate.gov>
> Subject: RE: Follow up re/ fellow

>

> my direct is Ex. 6 - Personal Privacy
> thanks!

>

> -----Original Message-----

> From: Reeder, John [mailto:Reeder.John@epa.gov]
> Sent: Monday, March 06, 2017 4:48 PM
> To: Stevens, Mae (Cardin) <Mae_Stevens@cardin.senate.gov>
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> Subject: Re: Follow up re/ fellow

>

> What number should I call?

>

> Sent from my iPhone

>

>> On Mar 6, 2017, at 12:11 PM, Stevens, Mae (Cardin) <Mae_Stevens@cardin.senate.gov> wrote:

>>

>> this afternoon would be great. thank so much, John!

>>

>> FYI - cc'ing my COS, Chris Lynch, for his situational awareness.

>>

>>

>>

>>

>> -----Original Message-----

>> From: Reeder, John [mailto:Reeder.John@epa.gov]
>> Sent: Monday, March 06, 2017 12:02 PM
>> To: Stevens, Mae (Cardin) <Mae_Stevens@cardin.senate.gov>
>> Subject: Follow up re/ fellow

>>

>> Mae,

>> Ryan Jackson asked me to look into an issue that you brought to his attention.

>> Ex. 6 but can circle back to you this afternoon. Is it urgent?

Ex. 6

>>

>> Sent from my iPhone

>

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Reeder, John
Sent: Mon 4/17/2017 7:03:59 PM
Subject: RE: Follow up re/ fellow

I know (and saw) OCIR offered to set up the meeting with Mae, and I also told Mae they had a person for her.

I've not seen any traffic back from Mae. Happy to check...they may have gone to phones.

-----Original Message-----

From: Jackson, Ryan
Sent: Monday, April 17, 2017 2:29 PM
To: Reeder, John <Reeder.John@epa.gov>
Subject: FW: Follow up re/ fellow

Are we set on this?

-----Original Message-----

From: Stevens, Mae (Cardin) [mailto:Mae_Stevens@cardin.senate.gov]
Sent: Monday, April 10, 2017 3:12 PM
To: Reeder, John <Reeder.John@epa.gov>
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Thanks,
Mae

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Policy Advisor
Sen. Ben Cardin
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JReeder
202 564 6082

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Subject: Re: Follow up re/ fellow

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Thanks
JReeder

Sent from my iPhone

> On Mar 6, 2017, at 6:01 PM, Stevens, Mae (Cardin) <Mae_Stevens@cardin.senate.gov> wrote:
>
> John,
> Thanks so much for speaking with me just now. Please let me know if you need anything in the next couple days as you investigate.
> Talk soon,
> Mae

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> Mae Stevens
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> From: Stevens, Mae (Cardin)
> Sent: Monday, March 06, 2017 4:48 PM
> To: 'Reeder, John' <Reeder.John@epa.gov>
> Cc: Lynch, Chris (Cardin) <Chris_Lynch@cardin.senate.gov>
> Subject: RE: Follow up re/ fellow
>
> my direct is **Ex. 6 - Personal Privacy**
> thanks!
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> Subject: Re: Follow up re/ fellow
>
> What number should I call?
>
> Sent from my iPhone
>
>> On Mar 6, 2017, at 12:11 PM, Stevens, Mae (Cardin) <Mae_Stevens@cardin.senate.gov> wrote:
>>
>> this afternoon would be great. thank so much, John!
>>
>> FYI - cc'ing my COS, Chris Lynch, for his situational awareness.
>>
>>
>>
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>> Subject: Follow up re/ fellow
>>
>> Mae,
>> Ryan Jackson asked me to look into an issue that you brought to his attention.
>> **Ex. 6 - Personal Privacy** but can circle back to you this afternoon. Is it urgent? **Ex. 6 - Personal Privacy**
>>
>> Sent from my iPhone
>

To: Jackson, Ryan[jackson.ryan@epa.gov]; Freire, JP[Freire.JP@epa.gov]
From: Reeder, John
Sent: Tue 3/28/2017 1:58:49 PM
Subject: RE:

Ok. all back in JP's hands. JP, I gave Sarah a heads up so they're ready when you give them content.

-----Original Message-----

From: Jackson, Ryan
Sent: Tuesday, March 28, 2017 9:57 AM
To: Reeder, John <Reeder.John@epa.gov>; Freire, JP <Freire.JP@epa.gov>
Subject:

Actually I think it's important to say EPA is hosting the president.

I'm fine with the other edit.

Can you guys get the email out as soon as you can? In off campus. Will finally be back about 11:30.

Ryan Jackson
Chief of Staff
U.S. EPA

Ex. 6